

EMPLOYEE RELATIONS DEPARTMENT
PERSONEL SERVICES DIVISION
CENTER FOR EMPLOYMENT APPLICATION
140 WEST FLAGLER STREET, SUITE 105
MIAMI, FL 33130

February 12, 2007

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Delivering Excellence Every Day
Office Hours: 8:30 am - 4:00 pm
Monday - Friday, excluding holidays
JOBS Information: (305)
375-JOBS(5627)

IMPORTANT APPLICANT INFORMATION

POSITIONS REQUIRING APPLICANTS TO APPLY IN PERSON AND COMPLETE AN EMPLOYMENT APPLICATION

Employment applications for Miami-Dade County employees are accepted Monday through Friday at the above address. **Typing skills test and key stroke skills tests are scheduled at the time of application. The scheduled date may be different from the application date.** Employment applications from applicants not currently employed by Miami-Dade County are accepted Tuesday through Friday at the above address. Please do not submit resumes for these positions.

POSITIONS REQUIRING A COMMERCIAL DRIVER LICENSE

As a condition of employment, applicants qualifying for positions requiring a Commercial Driver License (CDL) will be required to sign a Release of Controlled Substances and Alcohol Test Information Form. The signing of the release form authorizes previous employers to provide to Miami-Dade County information regarding positive controlled substance test results, alcohol test results of 0.04 or greater, and/or refusals to be tested for alcohol/controlled substances. Additionally, if one of the above occurred within two years preceding the date of inquiry, proof of negative retest, documented evaluations by a substance abuse professional, and proof of rehabilitation will be required.

QUALIFIED APPLICANTS WITH DISABILITIES

Individuals with disabilities, who are seeking reasonable accommodation with County employment applications, examinations, or interviews, including sign language translation, may call the Office of Reasonable Accommodation at (305) 375-5876 for assistance. Text telephone (TTY) users should call (305) 375-5645 or use the Florida Relay Center at 711.

EQUAL OPPORTUNITY EMPLOYER

Miami-Dade County is an equal opportunity employer that provides equal access and opportunity in employment and services, maintains an alcohol and drug-free workplace, and does not discriminate on the basis of disability. Auxiliary aids and services are available upon request to individuals with disabilities. The South Florida Workforce Investment Board (SFWIB) is a recipient of Federal financial assistance under WIA Title I. In accordance with United States 29 CFR 37.4 a job applicant seeking employment with SFWIB is entitled to have access to the "Equal Employment Opportunity is the Law" notice. Please read "Equal Opportunity is the Law" by visiting <http://www.floridajobs.org/PDG/Postersforemployers/English33.rtf>.

FEDERAL SELECTIVE SERVICE SYSTEM

In accordance with Section 2-11.29 of the Miami-Dade County Code, all males from the ages of 18 through 25 are required to register with the Federal Selective Service System under the Military Service Act, 50 U.S.C. App. 453. Applicants must provide proof of registration within ninety (90) days of appointment. Registration with the Federal Selective Service System is a condition of continued employment.

VISIT THE EMPLOYEE RELATIONS DEPARTMENT'S WEBSITE

Please visit the Employee Relations Department's website (www.miamidade.gov/emprel/) to view information regarding County job opportunities, employee benefits, training, payroll, compensation (job descriptions and pay plans), disability, and retirement. Visitors to our site are encouraged to take advantage of our services, which are provided to serve you in a manner consistent with our philosophy to deliver the highest quality of services to which our citizens and employees are entitled. Hiring decisions are contingent upon a background investigation and physical examination, including alcohol/drug screening.

CALL OUR JOBS INFORMATION HOTLINE AT (305) 375-JOBS

Opportunity is Ringing for Job Seekers: Call the Job Hotline Number at (305) 375-JOBS (5627) and hear detailed information on all Miami-Dade County job postings, hear the last three jobs for which you applied, and if you have a resume on file, you can even apply for resume positions, or obtain detailed information by visiting our website at www.miamidade.gov/jobs, Team Metro Offices, Libraries or the Center for Employment Application.

RESIDENCY REQUIREMENT

In accordance with the provisions of Section 2-11.17 of the Code of Miami-Dade County, applicants must agree to establish and maintain permanent residence in Miami-Dade County within fifteen (15) months of employment from the original appointment date. The Building Department is authorized to hire plans processors and building inspectors in all trades who reside in Broward County. Sworn classifications in the Corrections and Rehabilitation Department, Miami-Dade Fire Rescue Department, Miami-Dade Police Department, and Miami-Dade Aviation Department personnel who work at the Dade-Collier Training and Transition Airport (TNT), Police Complaint Officers, Police Dispatchers, and Fire Rescue Dispatchers are not required to establish and maintain residency in Miami-Dade County.

VETERANS' PREFERENCE

Preference will be given to veterans and spouses of veterans when applicable. At the time of application, those claiming this preference must submit documentation of eligibility for preference, such as a copy of a DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility from the armed force(s) (Army, Navy, Air Force, Marine Corps, and/or Coast Guard of the United States). The DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility must include wartime dates of service and an "honorable" discharge. In addition to the DD214 (Member-4), Certificate of Discharge, or Statement of Eligibility, those who are claiming preference as a disabled veteran must provide a recent letter (within one year) from the Department of Veteran's Affairs or Department of Defense stating the percentage of their service-connected disability at the time of application. All veterans are required to complete a Veteran's Preference Claim Form at the time of application.

Visit our job announcements <http://www.miamidade.gov/jobs>

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MIAMI-DADE COUNTY PROVIDES EQUAL ACCESS OPPORTUNITY IN EMPLOYMENT AND SERVICES FOR MINORITIES / FEMALES / APPLICANTS WITH DISABILITIES

INSTRUCTIONS TO APPLY FOR POSITIONS

Applicants applying for positions indicated as **MUST APPLY IN PERSON, MUST SUBMIT RESUME, MUST TAKE EXAMINATION, and/or MUST TELEPHONE** must follow the required procedures listed below.

MUST APPLY IN PERSON AND COMPLETE AN EMPLOYMENT APPLICATION

Applicants must **complete an employment application, apply in person** and present all required documents such as degrees and/or official transcripts indicating degree confirmation or required coursework, licenses, certifications, test results, and/or permits from an accredited or certified institution as indicated for each position. **Typing skills test and key stroke skills tests are scheduled at the time of application. The scheduled date may be different from the application date.** Unless otherwise indicated, applicants must apply in person at the **Employee Relations Department, Personnel Services Division, Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130** by the closing date. Applicants should indicate all computer skills and education on the employment application. **Please do not submit resumes for these positions.**

For positions with the **Park and Recreation Department**, interviews are scheduled on a first come first served basis. Applicants who are not immediately interviewed will be maintained on a **Park and Recreation Department** list for future vacancies. **Please do not submit resumes for these positions.**

MUST SUBMIT RESUME

Unless otherwise indicated, applicants may **submit one (1) copy of their resume indicating social security number for each position indicating requisition number and title of position** to the **Employee Relations Department, Personnel Services Division, Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130** by the closing date or refer to our web page (www.miamidade.gov/jobs) regarding electronic Resume Submittal instructions **or call our JOBS hotline at (305) 375-JOBS (5627).** Applicants may utilize our **Resume Drop Box at the Center for Employment Application to submit resume and Resume Submittal Form.** **Applicants should indicate all computer skills and education on the resume.** Applicants must submit required documents such as degrees and/or official transcripts indicating degree confirmation or required coursework, licenses, certifications, test results, and/or permits from an accredited or certified institution during the interview selection process. **See Resume Submittal Instructions.**

MUST TAKE EXAMINATION

Applicants must **apply in person** to complete an employment application and present all required documents such as degrees and/or official transcripts indicating degree confirmation or required coursework, licenses, certifications, test results, and/or permits from an accredited or certified institution at the address indicated by the closing date. **Please do not submit resumes for these positions.**

MUST TELEPHONE

Applicants must **contact the person** indicated by the closing date. Interviews are scheduled on a first come first served basis. Applicants who are not immediately interviewed will be maintained on a list for future vacancies. **Please do not submit resumes for these positions.**

RESUME APPLICATION INSTRUCTIONS

(FOR MUST SUBMIT RESUME POSITIONS ONLY)

Please submit a copy of your resume for each position for which you are applying.

Resumes may be updated at any time to include any address, education, work experience, name changes, etc., by submitting an updated copy of your resume.

HERE IS HOW IT WORKS:

Miami-Dade County utilizes a computerized resume processing system. Your resume will be scanned into a computer as an image. This information will be stored in our database and will be used for all positions for which you apply until you submit an updated resume. Your resume will remain in our database for a period of one (1) year. Please note that any resume updates or new resume submissions will supersede your previous resume in our database.

THE FOLLOWING INFORMATION WILL ASSIST YOU IN PREPARING A "SCANNABLE" RESUME:

- Submit your Resume – Suggested maximum length: 4 pages
- Submit single-sided originals on clean, white paper
 - Use size 10 or 12 basic type
 - Use standard fonts and crisp, dark type
- Include your name, address, telephone number(s), and social security number at the top of the first page and your name only on any subsequent pages.
- Use a chronological format, listing most recent experience first
- Include a summary of skills in the top portion of your resume. Be sure to include any computer skills.
- Use concrete words rather than vague, lengthy descriptions
- Ensure your resume is detailed enough to provide information about your training, education and experience.

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RESUME SUBMITTAL INFORMATION

(FOR *MUST SUBMIT RESUME POSITIONS ONLY*)

The following are the required procedures for submitting resumes to Miami-Dade County:

- Be sure your resume is received by the closing date of the position. Resumes received after the closing date will not be considered.
- Submit documentation of eligibility for veteran's preference when applicable.
- Required documentation such as degrees, official transcripts, licenses, certifications, test results, and/or permits from an accredited or certified institution must be submitted during the interview selection process unless otherwise specified in the job announcement. Do not forward this information with your resume submittal.

The following are recommendations, which will ensure efficient processing of your resume in our, computerized recruitment system:

DO . . .

- Submit an original resume with crisp, dark type.
- Use black ink on white 8 ½" X 11" paper printed on one side only.
- Provide a comprehensive detailing of your experience, education, knowledge, abilities, and/or skills on your resume. Preferably, resume will not exceed four pages.

DON'T . . .

- Make your resume two columns or look like a newspaper or newsletter.
- Submit degrees, licenses, references, certifications, test results, permits, transcripts, etc. unless specifically requested in the job announcement.
- Use italics, bullets, underlines, shadows, or reverse types.
- Use vertical/horizontal lines, graphics, or boxes.

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ELECTRONIC RESUME SUBMITTAL INSTRUCTIONS

(FOR **MUST SUBMIT RESUME POSITIONS ONLY**)

- *Resume must be sent as an attachment to the e-mail and conform to our E-mail Submittal Instructions.*
- *Resume must be in a Microsoft Word or Text format.*
- *Resume(s) not received in a Microsoft Word or Text format cannot be opened and therefore will not be considered.*
- *Subject line should indicate your Name, Social Security Number, Position Title and Requisition Number. If you are applying for multiple positions, please indicate all Position Titles and Requisition Numbers for which you are applying in the Subject Line.*
- *Resume must be sent to resumes@miamidade.gov.*
- *Resume must be received by the closing date. Resume(s) received after the closing date will not be considered.*

Visit our job announcements <http://www.miamidade.gov/jobs>

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OPEN TO THE PUBLIC

ANIMAL CARE SPECIALIST (PART-TIME)

Salary: Entry \$11.17 - Maximum \$17.07 Hourly (001209) (Requisition # 5360011)

Eighth grade. Six months of experience in the care and feeding of animals are required. Miami-Dade County Animal Services Department is looking for committed individuals to join our team. Duties include feeding, cleaning and care of shelter animals. This position has the potential for full-time employment with competitive benefits. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Animal Services Department) (Northwest) **CLOSING DATE: Friday, September 28, 2007.**

AUTOMOTIVE EQUIPMENT OPERATOR 2

Salary: Entry \$27,709 - Maximum \$38,917 Annually (006206B) (Requisition # 7390084)

Eighth grade. One year of experience operating medium and/or heavy-duty automotive and/or construction equipment are required. Must possess a CDL/Class A; or Eighth grade, six months of experience operating medium and/or heavy-duty automotive and/or construction equipment and successful completion of the Public Works Department Heavy Equipment Operator 2 Trainee Program or an equivalent Heavy Equipment Operator Training Program from another institution by a commission that is officially recognized by the United States Office of Education are required. Must possess a CDL/Class A. Must obtain tanker endorsement prior to the completion of the probationary period. Must pass a performance test on each of the following pieces of equipment: tandem dump truck with trailer or equivalent, track loader, and loader/backhoe combination. In the event an applicant has demonstrated safe and proper operations of the test vehicle, but failed the CDL pre-trip and/or demonstrated a minor deficiency on one of the test equipment, the applicant may be offered an Automotive Equipment Operator 2 Trainee position and will be required to pass the pre-inspection test and/or correct deficiencies prior to moving from trainee to probational status. (Miami-Dade Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, February 23, 2007.**

BUILDING MANAGEMENT ASSISTANT 2

Salary: Entry \$29,881 - Maximum \$47,532 Annually (006439) (Requisition # 7110039)

High school diploma or GED. Two years of experience in monitoring building contract services or building maintenance are required. (General Services Administration) (Downtown) **CLOSING DATE: Friday, February 23, 2007.**

C & R COOK 1

Salary: Entry \$26,092 - Maximum \$35,500 Annually (004509) (Requisition # 6390043)

Eighth grade. One year of experience in an institutional, commercial, or other large-scale food preparation environment is required. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Miami-Dade Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, February 23, 2007.**



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C&R PROPERTY ROOM SUPERVISOR

Salary: Entry \$32,346 - Maximum \$54,018 Annually (004516) (Requisition # 7390017)

High school diploma or GED. Two years of experience in the receipt, storage and issuance of property or goods in a warehouse, correctional facility or inventory control environment are required. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination. (Miami-Dade Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, February 23, 2007.**

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CORRECTIONAL OFFICER

Salary: Entry \$29,824 - Maximum \$51,835 Annually (004502A) (Requisition # 5390071)

Non-certified Correctional Officer (trainees): \$27,648 Annually. **APPLICATION REQUIREMENTS:** Must be age 18 at time of application and age 19 by time of employment. Must be a high school graduate. Acceptable photo identification such as Driver license. Proof of all formal education, including official high school diploma and college transcripts. Completion of 30 college semester credits will be considered to be equivalent to a high school diploma. A Driver license. For Certified Correctional Officers, preference will be given to State of Florida Certified Correctional Officers or State of Florida Certifiable Correctional Officers. Applicants must present a Florida Department of Law Enforcement Basic Recruit Certificate/Certificate of Compliance for Correctional Officers; or Certificate of Completion issued by an accredited school of criminal justice AND the report of results of the Florida Correctional Officer Certification Examination, indicating passing scores in all five components of the test. *Includes Supplemental Pay for Hazardous Duty Pay and FDLE Certification. A Variety of Additional Pay Supplements and Pay Incentives are Available Based on Assignments and Additional Incentives. **AS PART OF THE RECRUITMENT SELECTION PROCESS, ALL APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS:** Must meet standards of the BAT for Correctional Officer of the CJBAT examination for Correctional Officers that is administered at Miami-Dade Community College and other agencies. Supplemental employment information including additional requirements for initial employment will be distributed at the time of application. Must successfully pass a background investigation including polygraph examination, psychological evaluation, and meet minimum County medical standards. Hiring decisions are contingent upon the results of a background investigation and physical examination to include alcohol/drug and psychological screening. Proof of Veterans Preference, if applicable. No Residency Requirement. This is security and limited rehabilitation work in the care, custody, and control of inmates held in Miami-Dade County Corrections and Rehabilitation Department facilities which operate on a 24-hour, 7 days per week basis. Applicants must be able to work any assigned shifts such as day, afternoon, and midnight to include weekdays, weekends, and holidays, as needed. Please visit Corrections and Rehabilitation Department www.miamidade.gov/corrections/Recruitment.asp or call (786) 263-JOBS (5627) for inquiries. **NO RESUMES, PLEASE. APPLICANTS MUST APPLY AT: Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130. 8:30 a.m. to 4:00 p.m., Monday through Friday** Photo identification is required at the time of application. **MUST APPLY IN PERSON.** Employment applications accepted at: Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida from Monday, August 9, 2004 until further notice, 8:30 a.m. to 4:00 p.m., Monday through Friday. Applicants who previously applied for the Correctional Officer classification and who are currently active on the eligible list may not sign up for this recruitment. Applicants who previously applied for the Correctional Officer classification and whose eligibility has not exceeded two years are not required to sign up for this recruitment. Applicants requesting Veterans' Preference must submit Veterans' Preference documents and complete a Veteran's Preference Claim Form at the time of application. As a condition of employment, applicants qualifying for positions requiring a Commercial Driver License (CDL) will be required to sign a Release of Controlled Substances and Alcohol Test Information Form. Supplemental information sheets concerning the selection process, pay and benefits for State of Florida Certified Correctional Officers or State of Florida Certifiable Correctional Officers will be distributed at the time of application. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Miami-Dade Corrections and Rehabilitation) (Various) **CLOSING DATE: Friday,**

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MUST APPLY IN PERSON AND COMPLETE EMPLOYMENT APPLICATION

OPEN TO THE PUBLIC

September 28, 2007.

ELECTRICIAN

Salary: Entry \$40,663 - Maximum \$59,305 Annually (Salary Negotiable) (009737F) (Requisition # 6390099)
Eighth grade. Must possess a Miami-Dade County Certificate of Competency as a Journeyman Electrician. Must have own tools. Applicants will be subject to an extensive background investigation, fingerprint check and polygraph examination. (Miami-Dade Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, September 28, 2007.**

FOOD SERVICE WORKER 2

Salary: Entry \$19,559 - Maximum \$25,935 Annually (006081B) (Requisition # 6390009)
Six months of experience as a Food Service Worker 1; or eighth grade and six months of experience in routine food preparation and food service work assisting cooks, dieticians, or other personnel engaged in food preparation in a home, hospital, cafeteria, or similar institutional food preparation environment are required. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Miami-Dade Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, February 23, 2007.**

GSA SUPPLY SPECIALIST

Salary: Entry \$23,453 - Maximum \$35,597 Annually (000256) (Requisition # 7110027)
High school diploma or GED. One year of experience in the receipt, issuance and storage of inventory and supplies to include experience in the operation of materials handling equipment and/or delivery vehicles is required. Must possess a CDL/Class B with air-brake testing. (General Services Administration) (Milam Dairy Road) **CLOSING DATE: Friday, February 23, 2007.**

OFFICIAL NOTICE

The Library Assistant 2 job opening, Requisition # 7900073, advertised open competitive for the Library Department has been cancelled.

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LOCKSMITH

Salary: Entry \$32,379 - Maximum \$46,850 Annually(Salary Negotiable) (006506B) (Requisition # 6390144)
Eighth grade. One year of experience as a locksmith is required. Must possess a Driver license. Completion of a certified locksmith trade school training program may substitute for three months of the required experience. Must be able to work rotating shifts, weekends and holidays, and respond to emergency call backs. Successful candidates must be bonded and possess own hand tools. Applicants will be subject to an extensive background investigation, fingerprint check and polygraph examination. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Miami-Dade Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, September 28, 2007.**

MAIL CENTER CLERK 1

Salary: Entry \$21,950 - Maximum \$33,028 Annually (000209A) (Requisition # 7390013)
High school. One year of clerical experience is required. Must possess a CDL/Class C. Must be able to lift 50 pounds. (Miami-Dade Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, February 23, 2007.**

MAINTENANCE MECHANIC

Salary: Entry \$29,736 - Maximum \$42,644 Annually(Salary Negotiable) (006101I) (Requisition # 6390120)
Eighth grade. One year of skilled maintenance and repair experience in a mechanical, electrical, plumbing, building maintenance, machinery repair or other general specialty trade is required. Must possess a Driver license and own hand tools. Applicants will be subject to an extensive background investigation, fingerprint check and polygraph examination. (Miami-Dade Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, September 28, 2007.**

MAINTENANCE TECHNICIAN

Salary: Entry \$35,501 - Maximum \$51,469 Annually(Salary Negotiable) (007253B) (Requisition # 7390038)
High school diploma or GED. One year of skilled experience in carpentry, painting, electrical, plumbing, plastering, building maintenance or refrigeration/air-conditioning maintenance is required. Must possess a Miami-Dade County Certificate of Eligibility in Building Maintenance, Mechanical Maintenance, Maintenance Electrician or Plumbing Maintenance or must obtain a Miami-Dade County Journeyman Certificate of Competency as a Plumber, Air-Conditioning/Refrigeration Mechanic, or Electrician within the probationary period. Must possess a Driver license. Applicants will be subject to an extensive background investigation, fingerprint check and polygraph examination. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Miami-Dade Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, September 28, 2007.**

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OCEAN LIFEGUARD TRAINEE (TRAINEE)

Trainee Salary: \$15.30 Hourly, Salary: Entry \$15.90 - Maximum \$25.33 Hourly (009584) (Requisition # 6370066)

The ability to meet physical standards and successfully complete a swimming skills test are required. Prior to the interview, qualified applicants will be scheduled for a performance test which may include distance swim and run, simulated rescue, first aid, and artificial respiration practices and procedures. Must be 18 years of age by completion of training. Must meet Miami-Dade County physical standards, including vision standards of 20/40 in each eye uncorrected. Must be able to work days, nights, holidays, and weekends on a varied work schedule. Continued employment requires meeting all physical standards, successfully completing performance test and obtaining and maintaining all required certifications. (Miami-Dade Fire Rescue Department) (Haulover Beach) **CLOSING DATE: Friday, September 28, 2007.**

PARK SERVICE AIDE (PART-TIME)

Salary: Entry \$10.32 - Maximum \$10.32 Hourly (007202A) (Requisition # 6930782)

High school diploma or GED. Three months of experience in customer contact, recreation, or general labor are required. Must be able to work days, nights, holidays, and weekends on a varied work schedule. Must possess a Driver license. Work hours less than 30 per week. Apply in person at Crandon Golf Course, 6700 Crandon Boulevard, Monday - Friday, from 7:30 am. - 3 pm. (Park and Recreation Department) (Key Biscayne) **CLOSING DATE: Friday, February 23, 2007.**

PARK SERVICE AIDE (PART-TIME)

Salary: Entry \$10.32 - Maximum \$10.32 Hourly (007202A) (Requisition # 6930802)

High school diploma or GED. Three months of experience in customer contact, recreation, or general labor are required. Must be able to work days, nights, holidays, and weekends on a varied work schedule. Must possess a Driver license. Work hours less than 30 per week. Experience in sport shooting range operations is highly preferred. Apply in person at Trail Glades Range, 17601 S.W. 8 Street, Wednesday through Sunday from 12:00 p.m. - 3:00 p.m. (Park and Recreation Department) (Southwest) **CLOSING DATE: Friday, March 2, 2007.**

PARKING LOT ATTENDANT (PART-TIME)

Salary: Entry \$11.32 - Maximum \$17.22 Hourly (006028) (Requisition # 7110046)

Tenth grade. Six months of money handling or clerical experience are required. (General Services Administration) (Downtown) **CLOSING DATE: Friday, February 16, 2007.**

PLASTERER

Salary: Entry \$33,981 - Maximum \$48,995 Annually (Salary Negotiable) (006525B) (Requisition # 7390025)

Eighth grade. Two years of experience in plastering are required. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination. (Miami-Dade Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, September 28, 2007.**



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PLUMBER

Salary: Entry \$40,663 - Maximum \$59,305 Annually(Salary Negotiable) (009738C) (Requisition # 7390032)

Eighth grade. Must possess a Miami-Dade County Certificate of Competency as a Journeyman Plumber. Must possess a Driver license and own hand tools. Applicants will be subject to an extensive background investigation, fingerprint check and polygraph examination. (Miami-Dade Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, September 28, 2007.**



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CENTER FOR EMPLOYMENT APPLICATION
140 WEST FLAGLER STREET, SUITE 105
MIAMI, FL 33130

February 12, 2007
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Office Hours: 8:30 am - 4:00 pm
Monday - Friday, excluding holidays
JOBS Information Hotline: (305) 375-JOBS(5627)

MUST APPLY IN PERSON AND COMPLETE EMPLOYMENT APPLICATION

OPEN TO THE PUBLIC

POLICE OFFICER (TRAINEE)

Trainee Salary: \$34,241 Annually, Salary: Entry \$35,874 - Maximum \$62,431 Annually (004201) (Requisition # 9320019)
For Certified Police Officers: Employed in a full-time sworn classification by (or separated within preceding 24 months from) another police agency, possession of a Basic Recruit Certificate of Compliance from the State of Florida or its equivalent, completed probation with a Florida law enforcement agency, and one year of police experience. *Includes Supplemental Pay for Hazardous Duty Pay and FDLE Certification. A Variety of Additional Pay Supplements and Pay Incentives are Available Based on Assignments and Additional Incentives. For Non-Certified Police Officers: High school diploma or GED. Must be 18 years of age at time of application. Minimum age of 19 years of age at the time of graduation from the police academy. The following requirements for Certified and Non-Certified Police Officers must be presented at the time of application: Social Security Card, Acceptable Photo Identification (such as a Driver license), Proof of all Formal Education (including official college transcripts), a Driver license, Proof of U.S. Citizenship, Proof of Veterans Preference (if applicable) and Basic Recruit Certificate of Compliance from the State of Florida or its equivalent (for Certified Police Officers Only). Applicants must meet minimum County medical standards. Must possess visual acuity not exceeding 20/100 uncorrected, corrected to 20/30 or better. Contact lenses are permitted. Applicants must be able to distinguish between the colors red, green, and yellow. Weight must be in proportion to height. Applicants successfully completing a background investigation will be administered a psychological evaluation to determine suitability and compatibility to perform the basic job functions. This announcement supersedes the previous announcements under this requisition number and those who previously applied need not reapply. Applicants who may have qualified on the civil service examination will be required to take the Criminal Justice Basic Abilities Test (CJ-BAT) prior to entering the Police Academy. Those applicants that are currently Florida State Certified Police Officers and meet the lateral requirements of the Miami-Dade Police Department are not required to take the CJ-BAT. This is general law enforcement and public safety work in the protection of life and property and execution of orders issued through the authority of the Director of the Miami-Dade Police Department, with positions in various locations. Residency Requirement: As sworn personnel in the Miami-Dade Police Department, Police Officers are not required to establish and maintain residency in Miami-Dade County. Applicants may visit MDPD website (www.mdpd.com) or call (305) 471-1945 for inquiries. Applicants requesting Veterans' Preference must submit Veterans' Preference documents and complete a Veteran's Preference Claim Form at the time of application. As a condition of employment, applicants qualifying for positions requiring a Commercial Driver License (CDL) will be required to sign a Release of Controlled Substances and Alcohol Test Information Form. Photo identification is required at the time of application. Employment applications accepted at: Miami-Dade Police Department, Personnel Management Bureau, 9105 N.W. 25 Street, Miami, Florida from Monday, May 22, 2000 until further notice, 8:30 a.m to 4:00 p.m., Monday through Friday. Applicants who previously applied for the Police Officer classification and who are currently active on the eligible list may not sign up for this recruitment until your name has been removed from the list. (Miami-Dade Police Department) (Various) **CLOSING DATE: Friday, September 28, 2007.**

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REASONABLE ACCOMMODATIONS ARE AVAILABLE FOR QUALIFIED PERSONS WITH DISABILITIES FOR THE EMPLOYMENT APPLICATION, EXAMINATION, OR INTERVIEW PROCESS TO INCLUDE SIGN LANGUAGE TRANSLATION ASSISTANCE BY CALLING (305) 375-5876.

MIAMI-DADE COUNTY PROVIDES EQUAL ACCESS OPPORTUNITY IN EMPLOYMENT AND SERVICES FOR MINORITIES / FEMALES / APPLICANTS WITH DISABILITIES

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POLICE RECORDS TECHNICIAN 1

Salary: Entry \$27,093 - Maximum \$41,877 Annually (004321) (Requisition # 7390060)

High school diploma or GED. One year of clerical experience is required. Must take and pass a typing skills test with a score of 35 net WPM. Photo identification is required to take the typing skills test. (Miami-Dade Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, February 23, 2007.**

REFRIGERATION-AC MECHANIC

Salary: Entry \$40,663 - Maximum \$59,305 Annually (006532A) (Requisition # 6640024)

Eighth grade. Must possess a Miami-Dade County Certificate of Competency as a Journeyman in General Mechanical or Journeyman in Air-Conditioning. Must possess a Type II or Universal certification from an EPA recognized certification program in refrigerant transition and recovery service practices in accordance with EPA 40 CFR, Part 82, Subpart F, Section 608 of the 1990 Clean Air Act Amendment. Applicants will be subject to an extensive background investigation, fingerprint check and polygraph examination. (Miami-Dade Seaport Department) (Port of Miami) **CLOSING DATE: Friday, September 28, 2007.**

REFRIGERATION-AC MECHANIC

Salary: Entry \$40,663 - Maximum \$59,305 Annually (Salary Negotiable) (006532A) (Requisition # 7390012)

Eighth grade. Must possess a Miami-Dade County Certificate of Competency as a Journeyman in General Mechanical or Journeyman in Air-Conditioning. Must possess a Type II or Universal certification from an EPA recognized certification program in refrigerant transition and recovery service practices in accordance with EPA 40 CFR, Part 82, Subpart F, Section 608 of the 1990 Clean Air Act Amendment. Applicants will be subject to an extensive background investigation, fingerprint check and polygraph examination. (Miami-Dade Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, September 28, 2007.**

SCUBA EQUIPMENT SPECIALIST

Salary: Entry \$33,981 - Maximum \$48,995 Annually (Salary Negotiable) (004133) (Requisition # 6370051)

High school diploma or GED. Two years experience in the repair and maintenance of SCUBA equipment are required. Must possess a current certification as a Visual Cylinder Inspector. Experience repairing Scuba Pro Regulator is preferred. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Miami-Dade Fire Rescue Department) (Doral) **CLOSING DATE: Friday, February 16, 2007.**



EMPLOYEE RELATIONS DEPARTMENT
PERSONEL SERVICES DIVISION
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SEAPORT ENFORCEMENT SPECIALIST

Salary: Entry \$33,853 - Maximum \$59,397 Annually (001300) (Requisition # 7640022)

High school diploma or GED. One year of law enforcement experience as a police officer; two years of military law enforcement experience with an honorable discharge; or three years of full-time experience as a private security guard are required. Must possess a State of Florida Class DSecurity Officer license. State of Florida Class DSecurity Officer license must be maintained current and valid for continued employment. Must possess a Driver license. Applicants qualifying for employment with the Miami-Dade Seaport Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal, state, or local requirements. The security clearance required by federal law is a continuing condition of employment. (Miami-Dade Seaport Department) (Port of Miami) **CLOSING DATE: Friday, February 16, 2007.**

W & S AUTOMOTIVE EQUIPMENT OPERATOR 2

Salary: Entry \$27,700 - Maximum \$38,902 Annually (005828A) (Requisition # 6960247)

High school diploma or GED. One year of experience operating medium and/or heavy-duty automotive or medium and/or heavy-duty construction equipment is required. Must possess a CDL/Class A. An operators proficiency test will be administered during the interview selection process. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Miami-Dade Water & Sewer Department) (Northwest) **CLOSING DATE: Friday, February 16, 2007.**

W & S CASHIER 1

Salary: Entry \$22,904 - Maximum \$34,457 Annually (005725) (Requisition # 7960099)

High school diploma or GED. One year of experience as a bank teller or a cashier responsible for cash sums of money is required. Banking experience is highly preferred. (Miami-Dade Water & Sewer Department) (Douglas Road)

CLOSING DATE: Friday, February 16, 2007.

W & S CLERK 2

Salary: Entry \$21,947 - Maximum \$33,024 Annually (005702A) (Requisition # 7960098)

High school diploma or GED. One year of general clerical experience is required. Completion of coursework or certified business school may substitute for the required experience on a month-for-month basis. (Miami-Dade Water & Sewer Department) (Douglas Road) **CLOSING DATE: Friday, February 16, 2007.**

W & S HEAVY EQUIPMENT OPERATOR

Salary: Entry \$31,352 - Maximum \$44,444 Annually (005830) (Requisition # 7960114)

High school diploma or GED. Two years of experience operating heavy construction equipment to include backhoe, excavator, lowboy and payload are required. Must possess a CDL/Class A. Must obtain a Tanker endorsement during the probationary period. An operator proficiency test will be administered during the interview selection process.

(Miami-Dade Water & Sewer Department) (Northwest) **CLOSING DATE: Friday, February 16, 2007.**

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W & S OFFICE SUPPORT SPECIALIST 2

Salary: Entry \$23,544 - Maximum \$35,818 Annually (005712) (Requisition # 7960119)

High school diploma or GED. One year of clerical experience is required. Must take and pass a typing skills test with a score of 35 net WPM. Photo identification is required to take the typing skills test. (Miami-Dade Water & Sewer Department) (Northwest) **CLOSING DATE: Friday, February 16, 2007.**

W & S SEMI-SKILLED LABORER

Salary: Entry \$22,806 - Maximum \$30,606 Annually (005802C) (Requisition # 7960091)

Eighth grade. Six months of experience as a general helper or laborer are required. Must possess a CDL/Class B with tanker endorsement. (Miami-Dade Water & Sewer Department) (Various) **CLOSING DATE: Friday, February 16, 2007.**

W & S SERVICE TECHNICIAN 2

Salary: Entry \$30,952 - Maximum \$44,488 Annually (005838A) (Requisition # 7960095)

High school diploma or GED. One year of experience as a W & S Service Technician 1 or one year of experience in leak detection, survey or locating underground utilities using electronic locating equipment or leak detection equipment is required. Must possess a Driver license. (Miami-Dade Water & Sewer Department) (South LeJeune Road) **CLOSING DATE: Friday, February 16, 2007.**

WELDER

Salary: Entry \$33,981 - Maximum \$48,995 Annually (Salary Negotiable) (006560D) (Requisition # 7390026)

High school diploma or GED. Two years of experience in gas, electric and tungsten inert gas welding in the horizontal, vertical, overhead and flat positions including layout and fabrication are required. Must possess a certificate issued by affiliates of and/or by the American Welding Society and must have own hand tools. Must possess a CDL/Class B. Must possess own hand tools. Must be able to lift and handle items weighing up to 50 pounds. Applicants will be subject to an extensive background investigation, fingerprint check and polygraph examination. (Miami-Dade Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

MIAMI-DADE COUNTY EMPLOYEES ONLY

ADMINISTRATIVE OFFICER 2

Salary: Entry \$38,783 - Maximum \$65,425 Annually (000811A) (Requisition # 7670053)

Bachelors degree. One year of professional administrative experience is required. (Miami-Dade Transit) (Downtown)

CLOSING DATE: Friday, February 23, 2007.

ASSISTANT CONTROLLER (CHIEF ACCOUNTANT) (EXEMPT)

Salary: Entry \$75,764 - Maximum \$118,322 Annually (000375) (Requisition # 7060015)

Bachelors degree in Accounting, Finance, Business Administration, Public Administration or related field. A minimum of four to seven years of financial accounting experience to include supervisory experience is required. A Certified Public Accountant (CPA) certification and/or experience in preparation of complex financial statements are preferred.

(Finance Department) (Downtown) **CLOSING DATE: Friday, February 16, 2007.**

ENGINEER 1

Salary: Entry \$46,929 - Maximum \$78,950 Annually (009590B) (Requisition # 7960094)

Bachelors degree in Civil Engineering, Environmental Engineering, Mechanical Engineering, or related engineering field. A State of Florida Professional Engineer license or Bachelors degree in Engineering Technology awarded or having been enrolled prior to July 1, 1979 and proof of having passed the fundamentals test for the State of Florida Professional Engineer license may substitute for the required education. Must possess a Driver license. Experience in project design, specifications, estimations, as well as AutoCAD is preferred. (Miami-Dade Water & Sewer Department) (South LeJeune Road)

CLOSING DATE: Friday, March 2, 2007.

LANDSIDE OPERATIONS OFFICER 2

Salary: Entry \$38,801 - Maximum \$65,425 Annually (005388A) (Requisition # 7630015)

Currently employed by Miami-Dade County with permanent status as a Landside Operations Officer 1 and one year of continuous full-time service in the above job classification. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and other such procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment. (Miami-Dade Aviation Department) (Miami Int'l Airport)

CLOSING DATE: Friday, February 16, 2007.

MANAGER, MDPD CRIME LABORATORY

Salary: Entry \$61,821 - Maximum \$101,319 Annually (004277) (Requisition # 7320065)

Bachelors degree in Chemistry, Physics, Biology, or related field. A minimum of three to five years of technical experience in forensic science to include supervisory experience is required. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Miami-Dade Police Department) (Northwest)

CLOSING DATE: Friday, February 16, 2007.

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

ADMINISTRATIVE OFFICER 3

Salary: Entry \$46,929 - Maximum \$78,950 Annually (000812A) (Requisition # 7390069)

Bachelors degree in Business Administration, Public Administration or related field. Two years of professional administrative experience are required. (Miami-Dade Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, February 23, 2007.**

ADMINISTRATIVE OFFICER 3

Salary: Entry \$46,929 - Maximum \$78,950 Annually (000812A) (Requisition # 7930174)

Bachelors degree in Business Administration, Public Administration or related field. Two years of professional administrative experience are required. Experience with the general administration of community services programs for seniors is highly preferred. Must possess a drivers license. (Park and Recreation Department) (Downtown) **CLOSING DATE: Friday, February 16, 2007.**

AIRPORT MAINTENANCE SUPERVISOR

Salary: Entry \$42,121 - Maximum \$61,434 Annually (005262A) (Requisition # 7630021)

High school diploma or GED. Five years of skilled experience in one or more of the following trades: carpentry, painting, plumbing, refrigeration, electrical, mechanical, masonry and/or related field are required. Must be able to work a permanent or rotating shift schedule to include nights, weekends and holidays. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment. (Miami-Dade Aviation Department) (Miami Int'l Airport) **CLOSING DATE: Friday, February 16, 2007.**

ANIMAL CONTROL SPECIALIST

Salary: Entry \$30,950 - Maximum \$51,884 Annually (001205) (Requisition # 6360065)

High school diploma or GED. Three years of experience in the handling and custody of dogs or other domestic animals are required. Completion of 60 semester credits to include 15 semester credits in Veterinary Medicine or Criminal Justice may substitute for two years of the required experience on a year-for-year basis; or high school diploma or GED and six months of experience as an Animal Services Clerk, Animal Attendant, or Veterinary Technician with Miami-Dade County are required. Must possess a Driver license. (Animal Services Department) (Northwest) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

ASSISTANT DIRECTOR, SFWIB (EXEMPT)

Salary: Entry \$70,570 - Maximum \$109,403 Annually (009842) (Requisition # 7710007)

This position will act as the Chief Financial Officer for one of the largest workforce regions in the nation. This executive level position will oversee the finance and contract responsibilities for the local workforce investment board operating as a not for profit 501 (c) (3) public/government organization for Region 23. Responsibilities also includes management and oversight of personnel in the areas of contracts, grants management, accounts payable, payroll accounting, bank reconciliations, budget preparation and related duties. A bachelors degree with a minimum of three to six years of professional or related experience in accounting or financial management to include supervisory experience is required. The candidate must possess a Certified Public Accountant (CPA) license. Experience in grants management, state and federal reporting requirements and compliance with OMB circulars, financial reporting for non-profit organizations, contracts, GAAP, and cost allocation is highly preferred. South Florida Workforce is an equal opportunity employer/program. Auxiliary aids & services are available upon request to individuals with disabilities. (South Florida Workforce Investment Board) (Northwest) **CLOSING DATE: Friday, February 23, 2007.**

AUDIT MANAGER (EXEMPT)

Salary: Entry \$70,570 - Maximum \$109,403 Annually (000910) (Requisition # 6070018)

Bachelors degree in Accounting, Business Administration, Public Administration or related field. A minimum of three to six years of professional auditing or related experience to include three years of supervisory experience is required. Must possess a Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) license, or Certified Information Systems Auditor (CISA) license. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Audit and Management Services) (Downtown) **CLOSING DATE: Friday, February 16, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

AUDITOR, OFFICE OF THE INSPECTOR GENERAL (EXEMPT)

(Salary to be determined by the Office of the Inspector General) (008858) (Requisition # 7990005)

Bachelors Degree from accredited college or university in Accounting, Business Administration, Finance or related field. Three (3) years of audit experience to include contract and construction auditing in the public or private sector are required. Applicant must be able to multi-task and proactively manage the audit work assignments. Applicants are expected to independently plan and execute the audit assignment, including preparing the written report. Superior writing skills and mature judgment are essential. Must also possess excellent computer skills including word processing applications and spreadsheet applications, e.g., Microsoft Excel. Demonstrated knowledge of government processes is desired. Florida Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) license, Certified Fraud Examiner (CFE) certification and/or Masters Degree in Accounting or Finance preferred. Pay range is competitive and subject to applicants experience and qualifications. Hiring decisions contingent upon physical examination results, including drug and alcohol screening. As a condition of employment, selected candidates must pass an extensive background investigation including credit checks. All applicants should send resume and cover letter by mail to: Miami-Dade Office of the Inspector General, 19 West Flagler Street, Suite 220, Miami, FL 33130 Attn: Job Announcement. The OIG will not accept faxes. No telephone inquiries. Applicants are encouraged to visit the OIG website at www.miamidadeig.org to learn more about the office. (Office of the Inspector General) (Downtown)

CLOSING DATE: Friday, September 28, 2007.

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

BUILDING INSPECTOR

Salary: Entry \$60,995 - Maximum \$73,391 Annually (009710) (Requisition # 5430070)

Applicants must meet one of the following requirements: (a) Five years of construction experience in a supervisory capacity AND at least one of the following: (1) Must possess a General Contractors license and a current Certificate of Competency issued by the State of Florida Construction Industry Licensing Board, or (2) Must possess a General Contractors license and a current Certificate of Competency issued by the Miami-Dade County Construction Trades Qualifying Board, OR EXCEPTION: Individuals holding licenses as a Residential Contractor and/or Building Contractor, with a current Certificate of Competency issued by the Florida Construction Industry Licensing Board or the Miami-Dade County Construction Trades Qualifying Board, may be certified as an entry level inspector with duties limited to the type and size of work for which they are certified to build. Inspectors employed under this exception shall be required to attend the first available formal educational course as approved by the Board of Rules and Appeals, immediately following employment. In order to maintain eligibility for appointment, inspectors certified under this exception shall obtain a Certificate of Competency and General Contractors license issued by Miami-Dade County, or a State Certified General Contractors license within 18 months of the date of original appointment, or (3) Must possess a General Contractors license issued subsequent to a proctored examination, graded by an independent testing agency approved by the Board of Rules and Appeals; or (b) Two years of construction experience and must possess an Associate of Science degree in Building Code Enforcement awarded for completion of an educational course approved by the Board of Rules and Appeals and possess a current Certificate of Competency as a General Contractor in the State of Florida; or (c) Must possess a current State of Florida Registered Architect license; or a current State of Florida Professional Engineer license and building construction experience. Must possess a Driver license. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. General Contractors must also be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade Countys Contractor Licensing and Enforcement Section, and/or the Florida Department of Business and Professional Regulation with no pending complaints. Applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade Countys residency requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Building Department) (Southwest)

CLOSING DATE: Friday, September 28, 2007.

BUILDING MANAGEMENT SYSTEMS OPERATOR 1

Salary: Entry \$28,124 - Maximum \$43,603 Annually (006433) (Requisition # 7110038)

High school diploma or GED. One year of experience as a computer operator or in the operation of an automated building management system is required. Completion of 30 semester credits to include six semester credits in Computer Science may substitute for the required experience. (General Services Administration) (Downtown) **CLOSING DATE: Friday, February 23, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

BUILDING PLANS PROCESSOR (EXEMPT)

Salary: Entry \$61,821 - Maximum \$101,319 Annually(Salary Negotiable) (002167A) (Requisition # 5430038)

Must possess a State of Florida Professional Engineer license, a State of Florida Registered Architect license, or a General Contractors license. Five years of experience under the jurisdiction of the Building Code are required; or Must be a currently certified Building Official, Plans Examiner or Inspector with five years of experience in such positions, three years of which shall have been within the jurisdiction of the Building Code are required; or Must be a currently certified Building Inspector having an Associate of Science degree in a course of education approved by the Board of Rules and Appeals. Five years of experience as a licensed General Contractor, two years of which shall have been within the jurisdiction of the Building Code are required; or three years of experience as a Building Official, Plans Examiner or Inspector within the jurisdiction of the Building Code are required. This modified criteria shall apply only to individuals holding one of the following: 1. A General Contractors license issued by the State of Florida Construction Industry Licensing Board, provided the license number is less than #7837 or, 2. A General Contractors license issued by the Miami-Dade County Construction Trades Qualifying Board or, 3. A General Contractors license issued by the State of Florida Construction Industry Licensing Board with license #7837 or greater holding a certification as a roofing contractor or inspector issued by the State of Florida Construction Industry Licensing Board or Miami-Dade County Construction Trades Qualifying Board or, 4. Any General Contractors license issued subsequent to a proctored examination graded by an independent testing agency approved by the Board of Rules and Appeals. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. General Contractors must be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade Countys Contractors Licensing and Enforcement Section, and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade Countys Residence Requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Building Department) (Southwest)

CLOSING DATE: Friday, September 28, 2007.

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

BUILDING SPECIAL INSPECTOR (TEMPORARY)

Salary: Entry \$35.00 - Maximum \$45.00 Hourly (009683) (Requisition # 6430101)

Applicants must meet one of the following requirements: (a) Five years of construction experience in a supervisory capacity AND at least one of the following: (1) Must possess a General Contractors license and a current Certificate of Competency issued by the State of Florida Construction Industry Licensing Board, or (2) Must possess a General Contractors license and a current Certificate of Competency issued by the Miami-Dade County Construction Trades Qualifying Board, OR EXCEPTION: Individuals holding licenses as a Residential Contractor and/or Building Contractor, with a current Certificate of Competency issued by the Florida Construction Industry Licensing Board or the Miami-Dade County Construction Trades Qualifying Board, may be certified as an entry level inspector with duties limited to the type and size of work for which they are certified to build. Inspectors employed under this exception shall be required to attend the first available formal educational course as approved by the Board of Rules and Appeals, immediately following employment. In order to maintain eligibility for appointment, inspectors certified under this exception shall obtain a Certificate of Competency and General Contractors license issued by Miami-Dade County, or a State Certified General Contractors license within 18 months of the date of original appointment, or (3) Must possess a General Contractors license issued subsequent to a proctored examination, graded by an independent testing agency approved by the Board of Rules and Appeals; or (b) Two years of construction experience and must possess an Associate of Science degree in Building Code Enforcement awarded for completion of an educational course approved by the Board of Rules and Appeals and possess a current Certificate of Competency as a General Contractor in the State of Florida; or (c) Must possess a current State of Florida Registered Architect license; or a current State of Florida Professional Engineer license and building construction experience. Must possess a Driver license. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. General Contractors must also be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade Countys Contractor Licensing and Enforcement Section, and/or the Florida Department of Business and Professional Regulation with no pending complaints. Applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade Countys residency requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only. (Building Department) (Southwest) **CLOSING DATE: Friday, September 28, 2007.**

C&R COMMISSARY SPECIALIST

Salary: Entry \$28,280 - Maximum \$46,929 Annually (004526) (Requisition # 7390003)

High school diploma or GED. Two years of experience in customer service or public contact to include receipt, coordination and distribution of supplies, products or inventory control are required. Must possess a Driver license. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination. (Miami-Dade Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, February 23, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

C&R PRE-TRIAL SERVICES OFFICER 1

Salary: Entry \$33,731 - Maximum \$56,788 Annually (004541) (Requisition # 7390004)

Bachelors degree in Criminology, Psychology, Human Relations or related field. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination. (Miami-Dade Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, February 23, 2007.**

CHEMIST 2

Salary: Entry \$38,944 - Maximum \$65,750 Annually (001526) (Requisition # 7550034)

Bachelors degree in Chemistry. One year of experience in performing trace analysis using instrumentation is required. (Department of Environmental Resources Management) (Downtown) **CLOSING DATE: Friday, February 16, 2007.**

CHIEF DEVELOPMENT OFFICER, MDHA (EXEMPT)

Salary: Entry \$109,340 - Maximum \$176,855 Annually (009797) (Requisition # 7800017)

Bachelors degree. A minimum of six to ten years of professional administrative experience in affordable housing or community development programs, to include experience in a supervisory capacity are required. Experience in Hope VI projects or public housing modernization is highly preferred. (Miami-Dade Housing Agency) (Northwest) **CLOSING DATE: Friday, February 16, 2007.**

CHIEF, DERM COMPUTER SERVICES DIVISION (EXEMPT)

Salary: Entry \$81,466 - Maximum \$128,077 Annually (001574) (Requisition # 7550036)

Bachelors degree in Computer Science, Business Administration, Public Administration or related field. A minimum of four to eight years of progressively responsible experience in a complex data processing operation to include management and supervisory experience is required. (Department of Environmental Resources Management) (Downtown) **CLOSING DATE: Friday, February 16, 2007.**

CHIEF, W & S BUSINESS PROCESS SECTION (EAMS) (EXEMPT)

Salary: Entry \$70,570 - Maximum \$109,403 Annually (005958B) (Requisition # 7960070)

Bachelors degree in Engineering or Computer Science. A minimum of three to six years of progressively responsible experience in project management of systems implementation operations and maintenance in a large water/wastewater utility is required. (Miami-Dade Water & Sewer Department) (Douglas Road) **CLOSING DATE: Friday, February 16, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

CLERK, OFFICE OF THE INSPECTOR GENERAL (EXEMPT)

(Salary to be determined by the Office of the Inspector General) (008852) (Requisition # 7990006)

This position requires strong communication and clerical skills. This position will act in a receptionist capacity by answering the office telephone, receiving visitors and coordinating scheduled appointments for the OIG staff. Applicant must have the ability to meet and deal courteously with the general public with good tact and judgment. General clerical duties include word processing, filing, photocopying and mail distribution. Proficiency in PC and PC-related software is essential. Applicant must be able to multi-task with attention to detail and must be responsible to work with materials of a sensitive and confidential nature. High school diploma and two years clerical, secretarial, or related word processing experience are required. Bilingual (English/Spanish) skills are preferred. Applicant will be required to take and pass the Countys standardized typing test with score of 35 WPM. Salary range is competitive with similar County clerical positions. Hiring decisions contingent upon physical examination results, including drug and alcohol screening. As a condition of employment, selected candidates must pass an extensive background investigation including credit checks. All applicants should send resume and cover letter by mail to: Miami-Dade Office of the Inspector General 19 West Flagler Street, Suite 220 Miami, FL 33130 Attn: Job Announcement The OIG will not accept faxes. No telephone inquiries. Applicants are encouraged to visit the OIG website at www.miamidadeig.org to learn more about the office. (Office of the Inspector General) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

CONSTRUCTION MANAGER 3

Salary: Entry \$71,941 - Maximum \$119,278 Annually(Salary Negotiable) (009613B) (Requisition # 6390154)

Bachelors degree in Engineering, Architecture, Construction Engineering, or a related field. Seven years of experience in the design, construction or management of construction projects are required. A State of Florida Professional Engineer license, State of Florida Registered Architect license, Miami-Dade County or State of Florida General Contractors certificate, Miami-Dade County or State of Florida General Building Contractor certificate, or Miami-Dade County or State of Florida General Engineering Contractor certificate, a Certificate of Eligibility in General Building or General Engineering may substitute for the required education. Applicants will be subject to an extensive background investigation, fingerprint check and polygraph examination. (Miami-Dade Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, September 28, 2007.**

COURTS SENIOR AUDITOR (EXEMPT)

Salary: Entry \$53,960 - Maximum \$87,103 Annually (004020) (Requisition # 7310068)

Bachelors degree in Accounting. Two years of professional experience in accounting or auditing of financial records for the judiciary are required. Must be eligible to take the State of Florida Certified Internal Auditor examination. (Clerk of Courts) (Downtown) **CLOSING DATE: Friday, February 16, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

DERM GROUNDWATER MODELING PROGRAM COORDINATOR (EXEMPT)

Salary: Entry \$56,788 - Maximum \$94,592 Annually (001523) (Requisition # 6550091)

Miami-Dade County Department of Environmental Resources Management is seeking an innovative, experienced and focused professional for the position of Groundwater Modeling Program Coordinator. Incumbent will report to the Chief, Pollution Control Division. Minimum requirements include a Bachelors degree in Civil Engineering, Environmental Engineering, Geology, Hydrogeology or related field. Four years of professional experience in the development and evaluation of groundwater simulation modeling and/or hydrologic investigations related to groundwater flow characteristics are required. Miami-Dade County offers great benefits including full medical, dental, vision insurance; life and disability insurance; 457 pre-tax savings plan; flexible spending accounts; paid holidays; vacation and sick time; membership in the Florida Retirement System; professional development; and a tuition reimbursement program. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Department of Environmental Resources Management) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

DIRECTOR, TECHNICAL SERVICES PROCUREMENT DIVISION (EXEMPT)

Salary: Entry \$94,135 - Maximum \$150,098 Annually (009690) (Requisition # 6120043)

Bachelors degree. A minimum of five to ten years of progressively responsible professional and managerial experience in information technology and/or procurement to include the design and implementation of information systems is required. Excellent communication, organizational and analytical skills are a must. Masters Degree and professional procurement certification are highly desired. The Department of Procurement Management is seeking top-notch professionals to become part of our dynamic team. The Division Director leads management of a team responsible for the countywide purchasing operations for all IT hardware, software, telecommunications and IT consulting services. Responsibilities also include development, implementation and support of the departments IT systems. Miami-Dade County job opportunities offer an excellent senior management benefits: the Executive Group 3 package valued at \$7500 and a \$75.00 bi-weekly car allowance. This package also includes full medical, dental, vision, life and disability insurance; a 457 pre-tax savings plan; flexible spending accounts; 13 paid holidays (including your birthday), vacation and sick time; membership to the Florida Retirement System; professional development; and a tuition reimbursement program along with competitive salaries. (Department of Procurement Management) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

ELECTRONIC-ELECTRICAL EQUIPMENT TECH 2

Salary: Entry \$42,644 - Maximum \$62,191 Annually (Salary Negotiable) (006573A) (Requisition # 7390027)

High school diploma or GED. Two years of experience in the installation, troubleshooting, maintenance and repair of electronic equipment and systems to include automated control panels and the calibration and maintenance of electronic and pneumatic instruments are required. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination. (Miami-Dade Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

ELEVATOR INSPECTOR

Salary: Entry \$48,437 - Maximum \$70,190 Annually (002101A) (Requisition # 6110011)

Must possess a Certificate of Competency as an Elevator Inspector issued by the Florida Department of Business and Professional Regulation and a Certified Inspector license as specified in Chapter 399, Florida Statutes. Must be able to climb ladders and stairs. Must possess a Driver license. Certificate and license must be in good standing with the Florida Department of Business Regulation with no pending complaints. Applicants qualifying for employment will be subject to extensive background screening. This position is exempt from Miami-Dade County Residence Requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only. (General Services Administration) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

ENGINEER 2

Salary: Entry \$51,493 - Maximum \$86,445 Annually (009591A) (Requisition # 7110025)

Bachelors degree in Engineering. Two years of engineering experience are required. A State of Florida Professional Engineer license; or Bachelors degree in Engineering Technology awarded or having been enrolled prior to July 1, 1979 and proof of having passed the fundamentals test for the State of Florida Professional Engineer license may substitute for the required education. (General Services Administration) (Downtown) **CLOSING DATE: Friday, February 16, 2007.**

ENGINEER 2

Salary: Entry \$51,493 - Maximum \$86,445 Annually (009591Y) (Requisition # 7550038)

Bachelors degree in Civil Engineering, Environmental Engineering, Mechanical Engineering, or related engineering field. Two years of environmental engineering experience to include environmental clean-up are required. A State of Florida Professional Engineer license or Bachelors degree in Engineering Technology awarded prior to July 1, 1979 and proof of having passed the fundamentals test for the State of Florida Professional Engineer license may substitute for the required education. Must possess a Driver license. (Department of Environmental Resources Management) (Downtown)

CLOSING DATE: Friday, February 23, 2007.

ENVIRONMENTAL RESOURCE PROJECT SUPERVISOR (EXEMPT)

Salary: Entry \$46,929 - Maximum \$78,950 Annually (001554B) (Requisition # 7550020)

Bachelors degree in Biology, Chemistry, Engineering, Geology, Hydrology, Environmental Science or related field. Two years of professional experience in environmental restoration or two years of professional administrative experience involving environmental policies or issues to include grants administration, report development, project management, procedure development, education or enforcement are required. Must possess a Driver license. Knowledge of South Florida ecosystems and native habitats, natural area restoration; land management, contract, and database management is preferred. Excellent communication skills, computer skills and public finance experience desired.

This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Department of Environmental Resources Management) (Downtown) **CLOSING DATE: Friday, February 16, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

FEP LEGAL LIAISON (EXEMPT)

Salary: Entry \$61,821 - Maximum \$101,319 Annually (009834) (Requisition # 6020052)

The Miami-Dade County Office of Fair Employment Practices (OFEP) has the responsibility for developing, implementing and monitoring all equal employment opportunity requirements and fair employment practice guidelines for Miami-Dade County government and its 30,000+ employees. OFEP is seeking a proactive professional with excellent analytical skills and a strong working knowledge of employment, civil rights and labor law. Minimum requirements include a Juris Doctorate degree and a minimum of three to five years of progressively responsible legal experience including complex investigations and legal research. A Florida State Bar membership is preferred. A self-starter with a strong working knowledge of employment, civil rights and labor law is highly desired. Excellent analytical skills are preferred. This announcement supersedes all previous announcements under this requisition number and those who previously applied need to reapply (Office of Fair Employment Practices) (Downtown) **CLOSING DATE: Friday, February 16, 2007.**

FIRE PLANS PROCESSOR (EXEMPT)

Salary: Entry \$61,821 - Maximum \$101,319 Annually (Salary Negotiable) (004165) (Requisition # 6370094)

Must possess a State of Florida Professional Engineer license and be certified as a Fire Safety Inspector as specified in Chapter 633, Florida Statutes; or Must possess a State of Florida Registered Architect license and be certified as a Fire Safety Inspector as specified in Chapter 633, Florida Statutes; or Must possess a state certified General Contractor license, five years of experience under the jurisdiction of the Building Code and be certified as a Fire Safety Inspector as specified in Chapter 633, Florida Statutes; or Must be a certified Fire Official or Fire Plans Examiner with five years of experience in life safety and/or fire protection systems plans review and approval, under the jurisdiction of the Florida Fire Prevention Code and/or South Florida Fire Prevention Code; or Must possess a Miami-Dade County Certificate of Competency in Fire Sprinkler under Mechanical Specialty Licensure with three years experience in fire plan sprinkler review and must be certified as a Fire Safety Inspector as specified in Chapter 633, Florida Statutes. This modification criteria shall apply only to individuals holding one of the following: A General Contractor license issued by the Florida Construction Industry Licensing Board, Certificate and/or license must be in good standing with Miami-Dade County's Contractors Licensing and Enforcement Section, and/or the Florida Department of Business and Professional Regulation with no pending complaints and must be certified as a Fire Safety Inspector as specified in Chapter 633, Florida Statutes.

(Miami-Dade Fire Rescue Department) (Doral) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

HYDROGEOLOGIST 3

Salary: Entry \$47,164 - Maximum \$79,274 Annually (001522) (Requisition # 6550055)

Miami-Dade County Department of Environmental Resources Management is seeking an experienced, proactive, results-oriented leader for the position of Hydrogeologist 3. The position reports to the Chief, Pollution Control Division. Minimum requirements include a Bachelors degree in Geology, Hydrology, Hydrogeology, Environmental Engineering, Toxicology, Environmental Science or related field. Two years of experience in groundwater modeling and/or environmental impact evaluation or site-specific risk assessment are required. Miami-Dade County offers great benefits including full medical, dental, vision insurance; life and disability insurance; 457 pre-tax savings plan; flexible spending accounts; paid holidays; vacation and sick time; membership in the Florida Retirement System; professional development; and a tuition reimbursement program. Experience developing, calibrating and documenting ground-water flow models; and proficiency in the use of ground-water modeling software (Modflow, MT3DMS, and MODPATCH) are highly preferred.

This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Department of Environmental Resources Management) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

LANDSCAPE ARCHITECT 2

Salary: Entry \$56,788 - Maximum \$94,592 Annually (Salary Negotiable) (009615B) (Requisition # 6930681)

Bachelors degree in Landscape Architecture. Must possess a State of Florida Landscape Architect license and three years of professional experience in landscape architecture; OR Must be licensed as a Landscape Architect in another state, which would include having passed the Landscape Architecture Registration Examination (LARE), with three years of professional experience in landscape architecture. Must obtain a State of Florida Landscape Architect license within the one year probationary period. Must possess a Driver license.

This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Park and Recreation Department) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

LIBRARIAN 1 (PART-TIME)

Salary: Entry \$20.09 - Maximum \$29.22 Hourly (009803B) (Requisition # 7900074)

Masters degree in Library Science or related program from an American Library Association (ALA) accredited graduate school. Must be able to work weekends and nights. Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: recruitment@mdpls.org. (Library Department) (Various) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

LIBRARIAN 1 (TRAINEE)

Trainee Salary: \$39,841 Annually, Salary: Entry \$41,796 - Maximum \$60,781 Annually (009803A) (Requisition # 7900076)

Must be currently enrolled in an American Library Association (ALA) accredited graduate school Masters degree program in Library Science or related program and have completed at least 18 semester credits in Library Science or related program. Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: recruitment@mdpls.org. (Library Department) (Various)

CLOSING DATE: Friday, September 28, 2007.

LIBRARIAN 1

Salary: Entry \$41,796 - Maximum \$60,781 Annually (009803B) (Requisition # 7900077)

Masters degree in Library Science or related program from an American Library Association (ALA) accredited graduate school. Must be able to work weekends and nights. Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: recruitment@mdpls.org. (Library Department) (Various) **CLOSING DATE: Friday, September 28, 2007.**

LIBRARIAN 2

Salary: Entry \$45,788 - Maximum \$66,891 Annually (009804) (Requisition # 7900078)

Masters degree in Library Science or a related program from an American Library Association (ALA) accredited graduate school. One year of professional experience as a librarian is required. Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: recruitment@mdpls.org. (Library Department) (Various) **CLOSING DATE: Friday, September 28, 2007.**

LIBRARIAN 3

Salary: Entry \$50,270 - Maximum \$73,570 Annually (009805) (Requisition # 7900079)

Masters degree in Library Science or related program from an ALA accredited graduate school. Two years of professional experience as a librarian are required. Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: recruitment@mdpls.org. (Library Department) (Various) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

LIBRARIAN 4

Salary: Entry \$55,322 - Maximum \$80,497 Annually (009807) (Requisition # 7900080)

Masters degree in Library Science or a related program from an ALA accredited graduate school. Four years of professional experience as a librarian are required. Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: recruitment@mdpls.org. (Library Department) (Various) **CLOSING DATE: Friday, September 28, 2007.**

LIBRARIAN INTERN (TRAINEE)

Salary: Entry \$34,451 - Maximum \$34,451 Annually (007150) (Requisition # 7900075)

Must be currently enrolled in an American Librarian Association (ALA) Masters degree program. Must provide an acceptance letter from the dean. Must provide an official transcript indicating applicant has taken (or is currently taking) Master of Library Science or related program courses or registration document indicating applicant is enrolled for the current term. Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: recruitment@mdpls.org. (Library Department) (Various) **CLOSING DATE: Friday, September 28, 2007.**

MAINTENANCE SUPERVISOR

Salary: Entry \$42,121 - Maximum \$61,434 Annually (Salary Negotiable) (006468D) (Requisition # 7390009)

High school diploma or GED. Five years of skilled trades experience to include supervisory experience are required. Applicants will be subject to an extensive background investigation, fingerprint check and polygraph examination. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Miami-Dade Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

MANAGEMENT CONSULTANT (EXEMPT)

Salary: Entry \$47,051 - Maximum \$74,840 Annually (000950B) (Requisition # 6030022)

Miami-Dade County Office of Strategic Business Management (OSBM) is seeking a results-oriented, innovative professional for the position of Management Consultant. The person we choose will work in the Management Planning and Performance Analysis Division, partnering and strategizing with departments and utilizing best practices to promote greater efficiency with meeting departmental goals and objectives. The position also monitors and analyzes results to measure the effectiveness of objectives implemented in meeting the overall departmental business strategy. The Office of Strategic Business Management is a dynamic department that ensures maximization and allocation of resources for Miami-Dade County government. The department also works to align County operations to achieve results driven by policy and customer needs by Delivering Excellence Everyday. People in all divisions work in cross-cutting teams to deliver the OSBM and County mission. A Bachelors degree in Business Administration, Public Administration, Information Technology, Engineering or related field and one year of experience in strategic planning to include performance measurement, conducting management studies, organization reviews, efficiency and best practices analysis, financial analyses or information technology reviews are required. A Masters degree may substitute for the required experience. Must possess excellent quantitative and qualitative analytical skills. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Office of Strategic Business Management) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

MANAGEMENT TRAINEE (EXEMPT)

Salary: Entry \$40,090 - Maximum \$40,090 Annually (009811) (Requisition # 7030007)

Miami-Dade County, FL (Population 2,000,000+) (Up to 4 positions) Seeking highly motivated and hard working participants with exceptional skills who are passionate about becoming future high-level, executive leaders in local government and making a difference in their community. This one-year rotational training program is designed for participants to watch, learn and work with senior-level management who are leaders in their fields, in a diverse, urban county government with over 50 departments and over 2 million residents. Participants have the unique opportunity to choose up to five County departments in which they will be directly involved in the complex day-to-day operations, as well as special projects requiring research and analysis. Require MPA or related degree by the program start date. Applicants must submit a complete application package containing the following: Four (4) copies of a complete Application Cover Form; Four (4) copies of complete resume; One (1) original and three (3) copies of official graduate and undergraduate transcripts, subject to verification; Four (4) copies each of three (3) letters of recommendation (one must be from a faculty advisor); Four (4) copies of an essay, one page in length, describing why the applicant is interested in this position and how they plan to approach the year; and Four (4) copies of a previously graded graduate school term paper. All official transcripts and letters of reference MUST be included in application package. Only completed application packages will be accepted. Transcripts sent directly by the University/College will not be accepted. SUBMITTAL DEADLINE: Friday, March 30, 2007. Application packages received the submittal deadline will not be considered. Submit complete application package to: Maggie Fernandez, Assistant to the County Manager/Program Coordinator, County Managers Office, 111 NW 1st Street, Suite 2910, Miami, FL 33128, (305) 375-3008, by Friday, March 30, 2007. If selected for an interview, candidates will be required to complete an in-basket writing exercise. Application form and additional information is available on the Countys website at www.miamidade.gov/trainee. Miami-Dade Countys hiring decisions are contingent upon the results of a background investigation and a physical examination to include alcohol and drug screening. Upon completion of the training program, participants who secure permanent employment with Miami-Dade County must agree to establish and maintain permanent residence in Miami-Dade County within fifteen (15) months of employment from the original appointment date. (Section 2-11.17 of the Code of Miami Dade County) (Office of Strategic Business Management) (Downtown) **CLOSING DATE: Friday, March 30, 2007.**

MANAGER, GSA WORKERS COMPENSATION (EXEMPT)

Salary: Entry \$61,821 - Maximum \$101,319 Annually (001932) (Requisition # 7110032)

Bachelors degree. Five years of experience in processing complex WorkersCompensation claims to include supervisory experience are required. Must possess a WorkersCompensation Aduster license. Additional WorkersCompensation experience may substitute for the required education on a year-for-year basis. (General Services Administration) (Downtown) **CLOSING DATE: Friday, February 23, 2007.**



EMPLOYEE RELATIONS DEPARTMENT
PERSONEL SERVICES DIVISION
CENTER FOR EMPLOYMENT APPLICATION
140 WEST FLAGLER STREET, SUITE 105
MIAMI, FL 33130

February 12, 2007
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MUST SUBMIT RESUME

OPEN TO THE PUBLIC

MECHANICAL FIELD UNIT SUPERVISOR

Salary: Entry \$70,190 - Maximum \$83,981 Annually (009728) (Requisition # 5430027)

Applicants are required to have one of the following certificates: (a) Master General Mechanical Certificate of Competency issued by Miami-Dade County Construction Trades Qualifying Board or (b) Florida State Mechanical Contract (CMC) license as specified in Chapter 489, Florida Statutes. Five years of field experience under a Certificate of Competency as a Journeyman General or Master General Mechanical issued by the Miami-Dade County Construction Trades Qualifying Board to include one year of experience working as a Master General Mechanical within the area of jurisdiction of the Building Code and some plans review and inspection experience are required. Persons with certification issued by reciprocity with Miami-Dade County will be eligible. OR Five years of field experience under a certificate as a State Mechanical Contractor issued by the State of Florida Construction Industry Licensing Board to include one year of experience working as a Mechanical Contractor within the area of jurisdiction of the Building Code and some plans review and inspection experience are required. Applicants must provide proof of certification for five years; however, a current certificate is not required. Must present a Driver license during the interview process. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County and the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate must be in good standing with Miami-Dade County Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade County residency requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Building Department) (Southwest) **CLOSING DATE: Friday, September 28, 2007.**

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REASONABLE ACCOMMODATIONS ARE AVAILABLE FOR QUALIFIED PERSONS WITH DISABILITIES FOR THE EMPLOYMENT APPLICATION, EXAMINATION, OR INTERVIEW PROCESS TO INCLUDE SIGN LANGUAGE TRANSLATION ASSISTANCE BY CALLING (305) 375-5876.

MIAMI-DADE COUNTY PROVIDES EQUAL ACCESS OPPORTUNITY IN EMPLOYMENT AND SERVICES FOR MINORITIES / FEMALES / APPLICANTS WITH DISABILITIES

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

MECHANICAL INSPECTOR

Salary: Entry \$60,995 - Maximum \$73,391 Annually (009712) (Requisition # 6430089)

Five years of field experience under a Certificate of Competency as a Journeyman General, Master Mechanical, or Specialty Mechanical Contractor issued by the Miami-Dade County Construction Trades Qualifying Board are required. Persons with certification issued by reciprocity with Miami-Dade County will be eligible; or Five years of field experience working within the area of jurisdiction of the Building Code under a certificate as a State Mechanical Contractor, Air-Conditioning Contractor, or Sheet Metal Contractor issued by the Florida Construction Industry Licensing Board are required. Applicants must provide proof of certification for five years; however, a current certificate is not required. Must present a Driver license during the interview selection process. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County and the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate must be in good standing with Miami-Dade Countys Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade County residence requirements (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Building Department) (Southwest) **CLOSING DATE: Friday, September 28, 2007.**

NETWORK MANAGER 1

Salary: Entry \$53,606 - Maximum \$87,923 Annually (001832A) (Requisition # 7390018)

Completion of 60 semester credits to include 15 semester credits in a computer related field and two years of experience in the installation and maintenance of local area networks; or completion of an information technology certification program (Novell, UNIX, Microsoft, Oracle, DELL, or NORTEL) and four years of experience in the installation and maintenance of local area networks or wide area networks are required. Additional experience may substitute for the required education on a year-for-year basis. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Miami-Dade Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, February 23, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

PARK & RECREATION MANAGER 5

Salary: Entry \$50,386 - Maximum \$80,693 Annually (007333) (Requisition # 6930790)

Miami-Dade Countys Park and Recreation Department is seeking to fill a top management position for its largest Metropolitan Park. Crandon Park on Key Biscayne has 900+ acres with two miles of oceanfront beach, cabanas and picnic shelters; gardens and a state of the art nature center with Eco Adventure programs and concessions; an amusement area with a classic carousel; a championship tennis center with stadium housing the annual Sony Ericsson Tennis Championships; and two ball fields. The position provides oversight for all facilities, activities and toll booth operation. Crandon Park is one of the Departments most sophisticated operations requiring an individual with exceptional resource and business management skills. Minimum requirements include a Bachelors degree in Park and Recreation Management, Business Administration, Public Administration, Sports Management or related fields with four years of responsible administrative, supervisory, managerial or professional experience to include maintenance, operations, and/or programming within a park and recreation system or related field are required. The candidate must possess a Driver license. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Park and Recreation Department) (Key Biscayne) **CLOSING DATE: Friday, February 23, 2007.**

PERSONNEL SPECIALIST 2

Salary: Entry \$38,783 - Maximum \$65,425 Annually (000412A) (Requisition # 7640029)

Bachelors degree. One year of professional personnel experience is required. (Miami-Dade Seaport Department) (Port of Miami) **CLOSING DATE: Friday, February 16, 2007.**

POLLUTION CONTROL INSPECTOR 1

Salary: Entry \$34,055 - Maximum \$57,033 Annually (001534) (Requisition # 6550059)

Bachelors degree in Biology, Chemistry, Geology, Civil Engineering, Mechanical Engineering, Chemical Engineering, Environmental Engineering, or related natural science. Must possess a Driver license. Applicants must forward resume submittals by mail, E-mail, or fax to: Mr. Nick Hernandez, Administrative Officer 3, Office of Administrative Services, Department of Environmental Resources Management, 33 SW 2nd Avenue, Miami, FL 33130, Telephone Number: (305) 372-6456, Fax Number: (305) 372-6760, Email Address: HernaN@miamidade.gov This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Department of Environmental Resources Management) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

PRINCIPAL PLANNER (SUBSTITUTE)

Salary: Entry \$56,788 - Maximum \$94,592 Annually (002009A) (Requisition # 6260030)

Masters degree in Planning and two years of planning experience; Bachelors degree in Planning and four years of planning experience; Masters degree in a planning related field and four years of planning experience; or Bachelors degree in a planning related field and five years of planning experience are required. Planning related fields include Urban Studies, Architecture, Landscape Architecture, Business Administration, Public Administration, Environmental Studies, or Social Sciences. This position is Open Until Filled. This announcement supersedes all previous announcements under this requisition number and those who previously applied need to reapply (Department of Planning and Zoning) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

PRINCIPAL PLANNER (COMPREHENSIVE PLANNING)

Salary: Entry \$56,788 - Maximum \$94,592 Annually (002009F) (Requisition # 6260048)

Masters degree in Urban Planning or Regional Planning and two years of advanced experience in comprehensive, land use, or urban service planning; Bachelors degree in Urban Planning or Regional Planning and four years of advanced experience in comprehensive, land use, or urban service planning; Masters degree in a planning related field and four years of advanced experience in comprehensive, land use, or urban service planning; or Bachelors degree in a planning related field and five years of advanced experience in comprehensive, land use, or urban service planning are required. Planning related fields are Geography, Architecture, Landscape Architecture, Engineering, or Law. This position is open until filled. (Department of Planning and Zoning) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

PRINCIPAL PLANNER (TRANSPORTATION)

Salary: Entry \$56,788 - Maximum \$94,592 Annually (002009H) (Requisition # 6260013)

Masters degree in Planning and two years of transportation planning experience; Bachelors degree in Planning and four years of transportation planning experience; Masters degree in a planning related field and four years of transportation planning experience; or Bachelors degree in a planning related field and five years of transportation planning experience are required. Planning related fields are Urban Studies, Geography, Statistics, Civil Engineering, Economics, Environmental Science, Social Science, Business Administration or Public Administration. For additional information regarding the Planning and Zoning positions please contact Mr. Basu Subrata at (305) 375-2557. This position is Open Until Filled. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Department of Planning and Zoning) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

PRINCIPAL PLANNER (TRANSPORTATION)

Salary: Entry \$56,788 - Maximum \$94,592 Annually (002009H) (Requisition # 7670051)

Masters degree in Planning and two years of transportation planning experience; Bachelors degree in Planning and four years of transportation planning experience; Masters degree in a planning related field and four years of transportation planning experience; or Bachelors degree in a planning related field and five years of transportation planning experience are required. Planning related fields are Urban Studies, Geography, Statistics, Civil Engineering, Economics, Environmental Science, Social Science, Business Administration or Public Administration. (Miami-Dade Transit) (Downtown) **CLOSING DATE: Friday, February 23, 2007.**

PROCUREMENT CONTRACTING AGENT

Salary: Entry \$42,530 - Maximum \$71,941 Annually (000172) (Requisition # 6120027)

Bachelors degree. One year of professional and/or administrative experience to include procurement related experience is required. Any equivalent combination of applicable experience and college coursework may substitute for the requirements on a year for year basis. Excellent communication and organizational skills and Professional Procurement Certification are highly desirable. (Department of Procurement Management) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

PROCUREMENT CONTRACTING OFFICER (EXEMPT)

Salary: Entry \$53,960 - Maximum \$87,103 Annually (000179) (Requisition # 6120017)

Bachelors Degree. A minimum of 2-3 years of professional and/or administrative experience to include procurement related experience is required. Excellent communication and organizational skills are highly desired. A Professional Procurement Certification is highly preferred. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Department of Procurement Management) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

PROCUREMENT CONTRACTING SUPERVISOR

Salary: Entry \$56,788 - Maximum \$94,592 Annually (000174) (Requisition # 6120021)

Bachelors Degree. Three years of professional and/or administrative experience to include procurement related experience is required. Any equivalent combination of applicable experience and college coursework may substitute for the requirements on a year for year basis. Professional Procurement Certification is preferred. Ability to work in a fast-paced multifunctional purchasing environment is highly desirable. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Department of Procurement Management) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

PROCUREMENT CONTRACTING TECHNICIAN

Salary: Entry \$30,470 - Maximum \$49,374 Annually (000170) (Requisition # 7120001)

High school diploma or GED. One year of procurement related or relevant experience is required. Bachelors degree may substitute for required experience. (Department of Procurement Management) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

PROFESSIONAL ENGINEER (EXEMPT)

Salary: Entry \$61,821 - Maximum \$101,319 Annually (001050Q) (Requisition # 5600088)

Must possess a State of Florida Professional Engineer license. A minimum of three to five years of professional engineering experience in the design and management of general civil engineering projects to include roadway and drainage structures is required. Excellent interpersonal and communication skills are highly desired. Experience in traffic operation, planning or design is preferred. MIAMI-DADE COUNTY HAS IMMEDIATE JOB OPENINGS FOR PROFESSIONAL ENGINEERS. Miami-Dade has two openings in the Traffic Engineering Division of the Public Works Department in the Traffic Operation and Non-Motorized Vehicle Sections. We are seeking top-notch professionals to become a part of our team. We offer competitive salaries and great benefits including participation in the Florida Retirement System. Salary commensurate with experience. Must be able to use independent judgement and make effective decisions for the Section. (Public Works Department) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

PROFESSIONAL ENGINEER (EXEMPT)

Salary: Entry \$61,821 - Maximum \$101,319 Annually (001050X) (Requisition # 6960249)

Must possess a State of Florida Professional Engineer license. A minimum of three to five years of professional engineering experience is required. Must present driver license during the interview selection process. Must obtain a Threshold Inspectors license within six months of employment. Construction management of water and waste water engineering projects is preferred. Threshold Inspector license is highly desired. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Miami-Dade Water & Sewer Department) (Douglas Road) **CLOSING DATE: Friday, February 23, 2007.**

PROFESSIONAL ENGINEER (EXEMPT)

Salary: Entry \$61,821 - Maximum \$101,319 Annually (001050M) (Requisition # 7960068)

Must possess a State of Florida Professional Engineer license. A minimum of three to five years of professional engineering experience to include analysis and design of water distribution, sewage collection and transmission systems, and water and wastewater treatment is required. Process engineering and hydraulic computer modeling experience in distribution and sewer collection and transmission systems is preferred. (Miami-Dade Water & Sewer Department) (Douglas Road) **CLOSING DATE: Friday, February 16, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

PROFESSIONAL GEOLOGIST (EXEMPT)

Salary: Entry \$53,960 - Maximum \$87,103 Annually (001524) (Requisition # 6550089)

Miami-Dade County Department of Environmental Resources Management is seeking a progressive, experienced, proactive, results-oriented leader for the position of Professional Geologist. Incumbent will report to the Chief, Pollution Control Division. Minimum requirements include a Bachelors degree in Geology, Hydrology, or Hydrogeology. Must possess a State of Florida Professional Geologist license and three years of experience in groundwater modeling and/or evaluation of environmental impact, aquifer characterization, geological formations, or stratigraphic profiles are required. Miami-Dade County offers great benefits including full medical, dental, vision insurance; life and disability insurance; 457 pre-tax savings plan; flexible spending accounts; paid holidays; vacation and sick time; membership in the Florida Retirement System; professional development; and a tuition reimbursement program. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Department of Environmental Resources Management) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

RAIL STRUCTURE AND TRACK SUPERVISOR

Salary: Entry \$47,687 - Maximum \$80,016 Annually (008180) (Requisition # 7670068)

High school diploma or GED. Two years of experience in varied phases of structural and/or track repairs and maintenance are required. Must possess a CDL/Class B. The MDTA classification of Rail Structure and Track Supervisor performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations. Proof of education and work experience to meet minimum qualifications must be presented and will be verified. (Miami-Dade Transit) (Northwest) **CLOSING DATE: Friday, February 23, 2007.**

RECREATION LEADER (BOXING)

Salary: Entry \$24,181 - Maximum \$36,934 Annually (007301K) (Requisition # 7930078)

High school. Three years of experience in participating, coaching, officiating or planning amateur boxing activities are required. College coursework in Physical Education, Park and Recreation Management, Sports Administration or a related field may substitute for the experience on a year-for-year basis. Must possess a Driver license; Must be able to work days, nights, holidays, and weekends on a varied work schedule. (Park and Recreation Department) (Northwest)

CLOSING DATE: Friday, February 23, 2007.

REFRIGERATION/AIR-CONDITIONING MECHANIC SUPERVISOR

Salary: Entry \$50,840 - Maximum \$74,305 Annually (Salary Negotiable) (006533A) (Requisition # 7390033)

Eighth grade. Must possess a Universal Certificate of Completion in a Refrigerant Transition and Recovery Certification Program recognized by the Environmental Protection Agency (EPA). Must possess a Miami-Dade County Certificate of Competency as a Master Mechanic in Refrigeration and/or Air-Conditioning. Applicants will be subject to an extensive background investigation, fingerprint check and polygraph examination. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Miami-Dade Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

RESIDENTIAL BUILDING INSPECTOR

Salary: Entry \$58,284 - Maximum \$70,190 Annually (009725) (Requisition # 6430084)

Must possess one of the following: (1) A State of Florida Professional Engineer license with a minimum of one year experience under the license, (2) A State of Florida Registered Architect license with a minimum of one year experience under the license, (3) A current Certificate of Competency as a General Contractor issued by the Florida Construction Industry Licensing Board with a minimum of one year experience under the license, (4) A current Certificate of Competency as a General Contractor issued by the Miami-Dade County Construction Trades Qualifying Board with a minimum of one year experience under the license, (5) A current Certificate of Competency as a Building Contractor issued by the Florida Construction Industry Licensing Board with a minimum of one year experience under the license, or (6) A current Certificate of Competency as a Sub-General Building Contractor issued by the Miami-Dade County Construction Trades Qualifying Board with a minimum of one year experience under the license. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. Contractors must also be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade Countys Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade Countys residency requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Building Department) (Southwest) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

RESIDENTIAL ROOFING INSPECTOR

Salary: Entry \$60,995 - Maximum \$73,391 Annually (009715) (Requisition # 6430083)

Must possess one of the following: A current certificate as a Roofing Contractor issued by the Miami-Dade County Construction Trades Qualifying Board or the Florida Construction Industry Licensing Board, a current certificate as a Building Inspector in Miami-Dade County and hold a personal certificate as a Roofing Inspector or Contractor issued by the Miami-Dade County Construction Trades Qualifying Board a certificate as a Building Inspector in Miami-Dade County and hold a personal certificate as a General Contractor, a Building Contractor or Sub General Building Contractor issued by the Miami-Dade County Construction Trades Qualifying Board or the Florida Construction Industry Licensing Board, provided the number of the license for the General Contractors license issued by the Florida Construction Industry Licensing Board shall be than #7837 or a current license as a registered State of Florida Professional Engineer or a license as a registered State of Florida Architect with Roofing experience in Miami-Dade County under Building are required. Must possess a driver license. All applicants must be eligible certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. Contractors must also be eligible for certification by the Florida Building Code Administrators and Inspectors Boards specified in Chapter 468, Florida Statutes. Certificate and /or license must be in good standing with Miami-Dade Countys Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade Countys residency requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.

This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Building Department) (Southwest) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

ROOFING INSPECTOR

Salary: Entry \$63,786 - Maximum \$76,757 Annually (009716) (Requisition # 6430044)

Must possess a current certificate as a Roofing Contractor issued by the Miami-Dade County Construction Trades Qualifying Board or the Florida Construction Industry Licensing Board and five years of experience in the roofing industry to include two years in a supervisory capacity; a certificate as a Building Inspector in Miami-Dade County and hold a personal certificate as a Roofing Inspector or Contractor issued by the Miami-Dade County Construction Trades Qualifying Board and five years of experience in the roofing industry; a certificate as a Building Inspector in Miami-Dade County and hold a personal certificate as a General Contractor issued by the Miami-Dade County Construction Trades Qualifying Board or the Florida Construction Industry Licensing Board (provided the number of the license shall be less than #7837) and five years of experience in the roofing industry; or a current State of Florida Registered Architect or current State of Florida Professional Engineer license from the State of Florida and five years of experience in the roofing industry are required. Must possess a Driver license. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. Contractors must also be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade Countys Contractor Licensing and Enforcement Section, and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. This position is exempt from Miami-Dade Countys residency requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only. This announcement supersedes the announcement published under Requisition #5430053 and those who previously applied need not reapply. (Building Department) (Southwest) **CLOSING DATE: Friday, September 28, 2007.**

SENIOR PLANNER (COMMUNITY PLANNING)

Salary: Entry \$46,929 - Maximum \$78,950 Annually (002008H) (Requisition # 6260031)

Masters degree in Urban Planning or Regional Planning; or Bachelors degree in Urban Planning or Regional Planning and two years of small area planning experience; Masters degree in a planning-related field and two years of small area planning experience; Bachelors degree in planning-related field and three years of small area planning experience; or American Institute of Certified Planner (AICP) certification and three years of small area planning experience are required. Planning-related fields include Architecture, Landscape Architecture, Urban Planning or Regional Planning. This position is Open Until Filled. (Department of Planning and Zoning) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

SENIOR PLANNER (COMPREHENSIVE PLANNING)

Salary: Entry \$46,929 - Maximum \$78,950 Annually (002008G) (Requisition # 6260025)

Masters degree in Urban Planning or Regional Planning; or Bachelors degree in Urban Planning or Regional Planning and two years of experience in comprehensive, land use, or urban service planning; Masters degree in a planning related field and two years of experience in comprehensive, land use, or urban service planning; Bachelors degree in planning related field and three years of experience in comprehensive, land use, or urban planning; or American Institute of Certified Planner (AICP) certification and three years of experience in comprehensive, land use, or urban planning are required. Planning related fields are Geography, Architecture, Engineering, Economics, Business Administration, or Public Administration. This position is Open Until Filled. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Department of Planning and Zoning) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

SENIOR PROCUREMENT CONTRACTING AGENT

Salary: Entry \$46,929 - Maximum \$78,950 Annually (000173) (Requisition # 6120019)

Bachelors degree. Two years of professional and/or administrative experience to include procurement related experience is required. Any equivalent combination of applicable experience and college coursework may substitute for the requirements on a year for year basis. Excellent communication and organizational skills and Professional Procurement Certification are highly desirable. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Department of Procurement Management) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

SENIOR PROFESSIONAL ENGINEER

Salary: Entry \$75,764 - Maximum \$118,322 Annually (001051M) (Requisition # 7960037)

Miami-Dade Countys Department of Water & Sewer is seeking an experienced, proactive, results-oriented leader for the position of Senior Professional Engineer. Minimum requirements call for a State of Florida Professional Engineer license; a minimum of four to seven years of professional civil or mechanical engineering experience to include water and/or wastewater pipeline design and construction, roadway design and coordination, water and/or wastewater collection, pumping and transmission system design, permitting and construction or related projects is required. (Miami-Dade Water & Sewer Department) (Southwest). Miami-Dade County offers great benefits including full medical, dental, vision insurance; life and disability insurance; 457 pre-tax savings plan; flexible spending accounts; paid holidays; vacation and sick time; membership in the Florida Retirement System; professional development; and a tuition reimbursement program. Experience in engineering plan review and inter-agency coordination is preferred. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Miami-Dade Water & Sewer Department) (Southwest) **CLOSING DATE: Friday, February 16, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

SENIOR PROFESSIONAL ENGINEER (EXEMPT)

Salary: Entry \$75,764 - Maximum \$118,322 Annually (001051K) (Requisition # 7960096)

Must possess a State of Florida Professional Engineer license. A minimum of four to seven years professional civil or mechanical engineering experience associated with the analysis, design and permitting of water and sewer systems, including wastewater collection, transmission (hydraulics, pump station and pipeline), and treatment is required. Experience in engineering design and project management of large scale capital projects is highly desirable. (Miami-Dade Water & Sewer Department) (Douglas Road) **CLOSING DATE: Friday, February 23, 2007.**

SENIOR SYSTEMS ANALYST/PROGRAMMER

Salary: Entry \$61,107 - Maximum \$97,363 Annually (001845B) (Requisition # 6260046)

Four years of experience as a GIS administrator, analyst and programmer to include ESRI products: ArcGIS, ArcSDE, ArcIMS, ArcGIS Server; and extensive experience with geographic databases and maps including Geo databases are required. College education in Computer Science can substitute for two years of the required experience. Certification or coursework in ESRI-based GIS software such as ArcIMS, ArcSDE, ArcGIS Server, ArcObjects, VB.NET, ArcGIS Suite and Oracle highly preferred. Website design/development experience including HTML, XML web services desired. (Department of Planning and Zoning) (Downtown) **CLOSING DATE: Friday, March 30, 2007.**

SENIOR SYSTEMS ANALYST/PROGRAMMER (PEOPLESFT APPLICATIONS DEVELOPER)

Salary: Entry \$61,107 - Maximum \$97,363 Annually (001845D) (Requisition # 6140005)

Completion of 60 semester credits to include 15 semester credits in a computer-related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle). Three years of programming and systems analysis experience are required. Additional programming and systems analysis experience may substitute for the required education on a year-for-year basis. Experience with PeopleSoft applications with emphasis on the E-Recruiting, Time and Labor modules, Base Human Resources, Position Control and related interfaces to a legacy Payroll Application; and SQR/SQL and Oracle is preferred. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Enterprise Technology Services Department) (Southwest) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

SPECIAL AGENT, OFFICE OF THE INSPECTOR GENERAL (EXEMPT)

(Salary to be determined by the Office of the Inspector General) (008865) (Requisition # 6990013)

Bachelors degree. A minimum of five years experience in investigations, inspections and reviews within the following investigative fields: examining financial records and investigations involving financial institutions; investigation of white collar frauds, including government business transactions, public procurement and program integrity frauds; investigations involving fraud, waste, and abuse of position and whistle-blower cases; inspections and investigations of contractor, permitting, and professional licensing schemes; and investigations of public integrity crimes is required. Applicants must possess excellent computer skills including word processing applications, Internet usage and other public records databases. This position demands excellent writing and organizational skills. Professional designations, such as Certified Fraud Examiner (CFE) is preferred. Pay range is competitive and subject to applicants experience and qualifications. Hiring decisions contingent upon physical examination results, including drug and alcohol screening. As a condition of employment, selected candidates must pass an extensive background investigation including credit checks. EOE/M/F/D. All applicants should send a cover letter and resume to: Miami-Dade Office of the Inspector General, 19 West Flagler Street, Suite 220, Miami, FL 33130, Attn: Job Announcement . The OIG will not accept faxes. No telephone inquiries. Applicants are encouraged to visit the OIG website at www.miamidadeig.org to learn more about the office. (Office of the Inspector General) (Downtown) **CLOSING DATE: Friday, September 28, 2007.**

SPECIAL PROJECTS ADMINISTRATOR 1 (EXEMPT)

Salary: Entry \$51,493 - Maximum \$86,445 Annually (000831M) (Requisition # 7120015)

Bachelors degree in Business Administration, Public Administration, or related field. Three years of professional administrative experience in budgeting, financial management and report systems, administration and information systems are required. Experience in ADPICS/FAMIS, IT customer service, E-Procurement or IT project management to include managing the development and analysis of IT applications for procurement processes is highly preferred. (Department of Procurement Management) (Downtown) **CLOSING DATE: Friday, February 16, 2007.**

STRUCTURAL PLANS PROCESSOR (EXEMPT)

Salary: Entry \$75,764 - Maximum \$118,322 Annually (Salary Negotiable) (002173) (Requisition # 6430034)

Must possess a State of Florida Professional Engineer license under the structural discipline. Applicants who were licensed as a Professional Engineer under the civil engineering discipline on or before March 1, 1993 are also eligible. Five years of experience as a structural engineer practicing within the area of jurisdiction of the Building Code with responsibility for the design of building structures are required. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. License must be in good standing with the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. This position is exempt from Miami-Dade County residence requirements (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only. (Building Department) (Southwest) **CLOSING DATE: Friday, September 28, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

SYSTEMS ANALYST/PROGRAMMER 1

Salary: Entry \$48,928 - Maximum \$80,369 Annually (001843A) (Requisition # 7140014)

Completion of 60 semester credits to include 15 semester credits in a computer related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle). One year of programming and systems analysis experience is required. Additional programming and systems analysis experience may substitute for the required education on a year-for-year basis. (Enterprise Technology Services Department) (Southwest) **CLOSING DATE: Friday, February 16, 2007.**

SYSTEMS ANALYST/PROGRAMMER 2

Salary: Entry \$53,606 - Maximum \$87,923 Annually (001844B) (Requisition # 7140012)

Completion of 60 semester credits to include 15 semester credits in a computer, cartography or geography-related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle). Two years of programming and systems analysis or GIS experience are required. Additional programming and systems analysis or GIS experience may substitute for the required education on a year-for-year basis. (Enterprise Technology Services Department) (Southwest) **CLOSING DATE: Friday, February 16, 2007.**

TEACHER (EXEMPT)

Salary: Entry \$38,783 - Maximum \$65,425 Annually (009821) (Requisition # 7790017)

Bachelors degree in Education or a related field. This is a ten-month Federally funded Head Start Program. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Community Action Agency) (Various) **CLOSING DATE: Friday, September 28, 2007.**

TECHNICAL SERVICES PLANNER/SCHEDULER

Salary: Entry \$43,254 - Maximum \$73,134 Annually (006466B) (Requisition # 6630075)

Bachelors degree. Two years of experience in planning, scheduling and analyzing the manpower, materials, equipment requirements and developing the scope of work for maintenance and/or construction activities for utilities and/or building facilities in one or more of the following: HVAC, electrical, plumbing, lift stations, fire protection, automotive, mechanical, conveyors, elevators/escalators, loading bridges, carpentry, public works, roofing, painting, waste transfer, welding and building/facilities maintenance are required. Incumbent must be able to work rotating or permanent shifts as assigned to include nights, weekends and holidays. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification, and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment. Experience in cost estimating and/or procurement of supplies and parts is preferred.

This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Miami-Dade Aviation Department) (Miami Int'l Airport) **CLOSING DATE: Friday, February 16, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

TRAFFIC ANALYST 2

Salary: Entry \$27,050 - Maximum \$41,868 Annually (001091A) (Requisition # 5600132)

High school diploma or GED. Two years of inspection or data collection experience in traffic systems design, general engineering or related office environment are required. (Public Works Department) (Northwest) **CLOSING DATE: Friday, September 28, 2007.**

VETERINARIAN (EXEMPT)

Salary: Entry \$61,821 - Maximum \$101,319 Annually (001216) (Requisition # 6360052)

Doctorates degree in Veterinary Medicine. Must possess a State of Florida Veterinarian license. Shelter veterinarian, Miami-Dade Animal Services, needed for open admission shelter that handles over 30,000 pets annually. Responsibilities include spay/neuter surgery, rabies vaccination clinic, and the care and treatment of shelter pets. New administration interested in implementing adoption programs, increasing the number of pets spayed and neutered in the community, reducing the euthanasia rate and educating the public about the overpopulation problem. This position reports to Dr. Sara Pizano, Director. Candidates must submit resumes with a cover letter indicating Requisition # 6360052 and title of position to: Luis L. Gonzalez, Manager, Recruitment and Internal Placement Section, Employee Relations Department, Personnel Services Division, 111 NW 1 Street, Suite 2020, Miami, FL 33128, or submit via e-mail as a Word document attachment to LLG@miamidade.gov. (Animal Services Department) (Medley) **CLOSING DATE: Friday, September 28, 2007.**

W & S CHEMIST 1

Salary: Entry \$34,050 - Maximum \$57,296 Annually (005928) (Requisition # 7960111)

Bachelors degree in Chemistry, Biology or a related field. Must present a Driver license during the interview selection process. (Miami-Dade Water & Sewer Department) (Southwest) **CLOSING DATE: Friday, February 16, 2007.**

W & S CHEMIST 2

Salary: Entry \$39,124 - Maximum \$66,052 Annually (005929) (Requisition # 7960112)

Bachelors degree in Chemistry, Biology or a related field. One year of experience in laboratory wet analysis, water/wastewater, or food and beverage analysis is required. Must present a Driver license during the interview selection process. (Miami-Dade Water & Sewer Department) (Southwest) **CLOSING DATE: Friday, February 16, 2007.**

W & S TREATMENT PLANT OPERATOR 2 (WATER)

Salary: Entry \$42,561 - Maximum \$71,676 Annually (005853A) (Requisition # 7960116)

High school diploma or GED. Two years of experience in the operation of a water treatment plant are required. Must possess a State of Florida Class BWater license. Must present a Driver license during the interview selection process. Shift work is required. (Miami-Dade Water & Sewer Department) (Hialeah) **CLOSING DATE: Friday, February 16, 2007.**

MUST SUBMIT RESUME

OPEN TO THE PUBLIC

ZOOKEEPER

Salary: Entry \$26,092 - Maximum \$40,143 Annually (007401A) (Requisition # 5930366)

High school diploma or GED. One year of experience working with non-domestic animals, reptiles, or exotic birds is required. Completion of related coursework may substitute for the required experience on a month-for-month basis. Must possess a Driver license. Must be able to work days, nights, holidays, and weekends on a varied work schedule. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Park and Recreation Department) (Southwest) **CLOSING DATE: Friday, September 28, 2007.**

ZOOKEEPER (ELEPHANT)

Salary: Entry \$26,092 - Maximum \$40,143 Annually (007401B) (Requisition # 3930411)

High school diploma or GED. One year of experience working with elephants is required. Related coursework may substitute for the required experience on a month-for-month basis. Must possess a Driver license. Must be able to work days, nights, holidays, and weekends on a varied work schedule and perform heavy manual labor. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Park and Recreation Department) (Southwest) **CLOSING DATE: Friday, September 28, 2007.**

MUST TAKE EXAMINATION

MIAMI-DADE COUNTY EMPLOYEES ONLY

POLICE SERGEANT

Salary: Entry \$47,973 - Maximum \$72,342 Annually (004202) (Requisition # 7320057)

Currently employed by Miami-Dade County as a Police Officer with permanent status. Three years of continuous full-time service as a Police Officer immediately preceding the examination date; two and one-half years of continuous full-time service as a Police Officer immediately preceding the examination date and completion of 60 semester credits; or two years of continuous full-time service as a Police Officer immediately preceding the examination date and a Bachelors degree are required. Must have achieved an overall rating of satisfactory or above on the performance evaluation covering the most recent rating period to be eligible for the examination. The promotional process will consist of two parts: PART I: (53%) The written examination will evaluate technical job knowledge and will be based on the sources designated on the reading list. Copies of the reading list are available at the Miami-Dade Police Department, Personnel Management Bureau, Employee Relations Section, Monday through Friday, from 8:30 a.m. to 4:00 p.m., from Monday, January 22, 2007 until Tuesday, June 5, 2007. Only those applicants qualifying on the written examination will be scheduled for Part II. PART II: (47%) The assessment portion of the process will evaluate the following performance dimensions: leadership, decision making, interpersonal, decisiveness, perception and analysis, organizing and planning, adaptability, oral and written communication. Seniority points will be added to the score of Miami-Dade County employees qualifying on the competitive examination at the rate of .02308 per pay period of continuous, satisfactory, full-time service in the class indicated on this announcement to a maximum credit of ten years of service or six points. Time served as a Corporal will be calculated at the rate of .07846 per pay period to a maximum credit of five years of service or ten points. The maximum points given to an employee who served in combination of Police Officer and Corporal is ten points. Only those individuals deemed unqualified to take the examination will be notified in writing by the Miami-Dade County, Employee Relations Department. Applicants deemed qualified will receive no further notification and are to proceed to the examination as scheduled. Applicants requesting Veterans' Preference must submit Veterans' Preference documents and complete a Veteran's Preference Claim Form at the time of application. Photo identification is required at the time of application. Applications accepted at: Miami-Dade Police Department, Personnel Management Bureau, Employee Relations Section, 9105 NW 25 Street, Room 1095, Miami, Florida 33172 from Monday, January 22, 2007 through Monday, April 30, 2007, 8:30 a.m. to 4:00 p.m., Monday through Friday. Location of examination: Sheraton Miami Mart Hotel, 711 NW 72 Avenue, Miami, Florida 33126. Date of examination: Wednesday, June 6, 2007. Registration time: 8:45 a.m. to 9:30 a.m. Doors to the test facility will be closed promptly at 9:30 a.m. No one will be admitted for registration after the doors to the test facility have been closed. Photo identification, such as a Driver license, is required to be admitted to the examination. Make-up test requests must be submitted in writing through the applicant's chain of command to the Miami-Dade County, Employee Relations Department, Testing and Validation Section, prior to the examination date. (Miami-Dade Police Department) (Northwest) **CLOSING DATE: Monday, April 30, 2007.**